Chapter VIII: Enter and Maintain Orders

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Order Entry Worksheet Overview

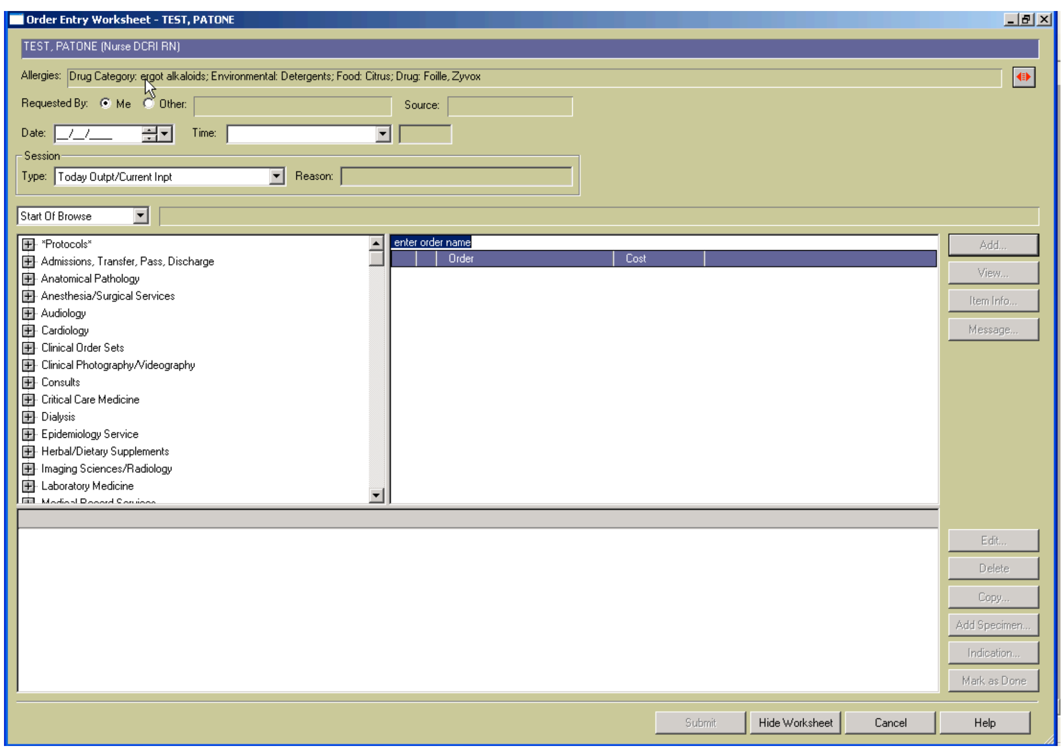
You enter orders for the currently selected patient using the **Order Entry Worksheet** and order forms. When you choose and enter an order from the **Order Browse** on the **Order Entry Worksheet**, the order is entered in the **Order Summary** window. An order form tailored to the special information needs of that order displays, prompting you to enter more details. When entering an order, you can specify that it is a hold or a discharge order, or a special type of order, such as a conditional order.

You must submit orders entered on the **Order Entry Worksheet** before logging off or moving to another patient. Once an order has been submitted, it is available for review on the **Orders** chart section (Orders tab).

To enter an order, you can click on the **Enter Order** icon in the toolbar or the **Enter Order** icon to the left of the patient header. You may also select **GoTo** from the menu bar and then select **Order Entry Worksheet**.

Screen 8.1: Enter Order Icon

This will open the Order Entry Worksheet. This is the starting point of all orders and service requests.



Screen 8.2: Order Entry Worksheet

Maximize Order Entry Screen

For easier visibility and optimal functionality, it is recommended that you maximize the Order Entry Worksheet screen to enter orders or order sets. You can maximize the Order Entry Worksheet or other screens, where the maximize feature is available, by clicking on the middle square icon in the upper right section of the screen.

Review Allergies

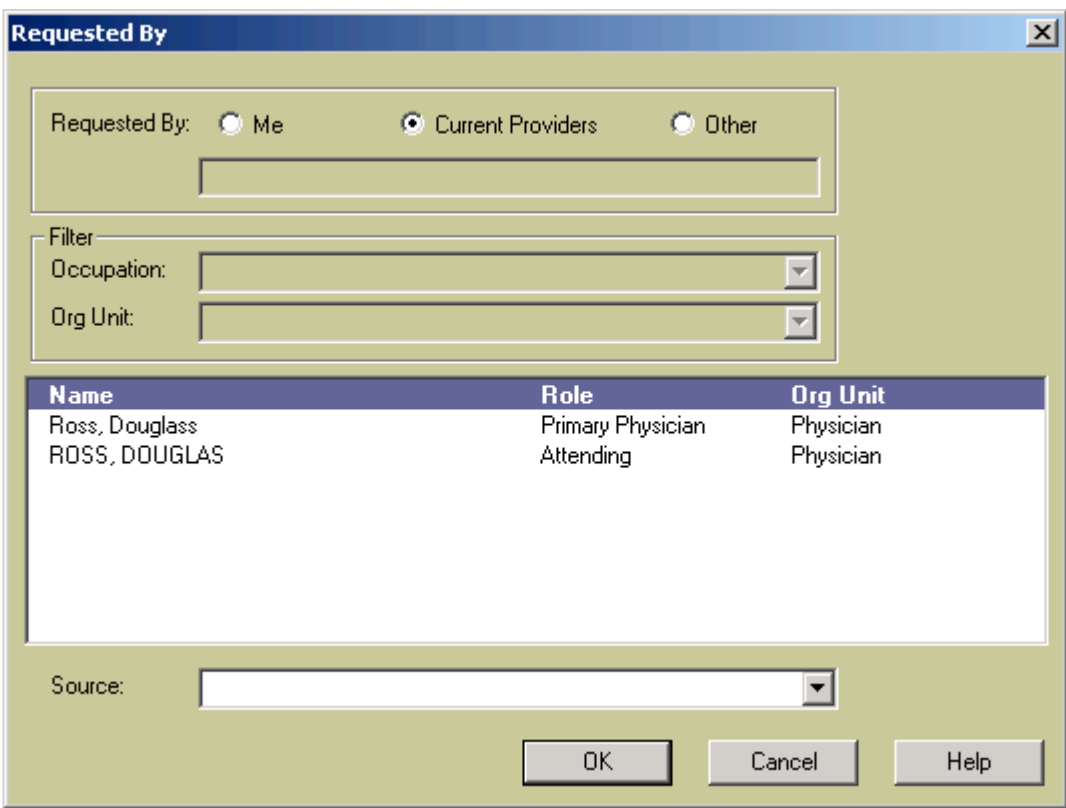
Allergies that have been entered for the selected patient display at the top of the Order Entry Worksheet. You can view more information about these allergies or add additional allergies by clicking on the red two headed arrow .

Enter Orders as a Prescriber

If you have the security rights to enter your own orders, **Me** is automatically selected next to **Requested By**.

Enter Orders on Behalf of a Prescriber

If you are entering the orders on behalf of someone else, select **Other** to open the **Requested By** dialog box.



Screen 8.3: Requested By Dialog Box

1. If the provider's name displays in the search list, select the provider you are entering the order for.
2. If the provider's name does not display, select the **Other** option and type the care provider's last name and pause. The provider names that begin with the letters you typed appear in the search list.
3. In the **Source** drop-down list, select how you received the instruction to enter the order.
4. Click **OK**. You return to the **Order Entry Worksheet**
   Note: *Once you have submitted an order, the requesting provider name can no longer be changed.*

Order Date and Time

You can use this date and time field to enter the start date and/or time of all the orders in this session. In contrast, this does NOT alter the start date in order sets. You can type the date, use the increase/decrease arrows to change the date one day, month, or year at a time, or use the calendar control to select a date. You can enter an exact time or select a coded time (for example, STAT or Routine.) from the dropdown list. Please see page 26 **Enter Order Sets** for details on entering dates in order sets.

Session Type

Orders can be entered in three session types:

- *Today Outpt/Current Inpt* – these orders will be processed when ordered. For inpatients, these orders are for any time during their inpatient stay. For outpatients, these orders are only for today.

- *Future Outpt/Pre-Admit* – these orders only become active when released. For outpatients, these orders are for any day but today. When you select this option, you can add specific instructions for the release of these orders in the reason field.

- *Take Home Medications* – orders will be available immediately and remain active across visits so that these orders will be directed to Outpatient Pharmacy. Take Home Medications do not appear on the Worklist Manager and are not available for charting.

Hide Worksheet Button

The Hide Worksheet button 

closes the **Order Entry Worksheet** temporarily so you can access other functions for the patient. For example, while entering orders, you can hide the worksheet and review results prior to completing the orders. When you select the **Enter Orders** icon again, the worksheet displays again. You cannot log off or move to another patient's chart until you submit or delete the orders listed in the **Order Summary** window.

Priority

Order Priority

Orders can be entered with three priorities

- Stat – defined by the department
- Non-Stat Time Sensitive – needs to be done at a certain time (time specific)
- Routine – each department defines routine

Result Priority

Result priorities are only available for Laboratory orders. For these orders, you can request a result priority of

- Routine – resulted within 4 hours
- Priority – resulted within 2 hours
- STAT – resulted within 1 hour

Service Orders

The orders initiated by a service requisition can be ordered independently by Affiliate Medical Staff and clerical staff. Some service requisitions have restricted availability, based on the user's role at NIH.

Types of Service Requisitions

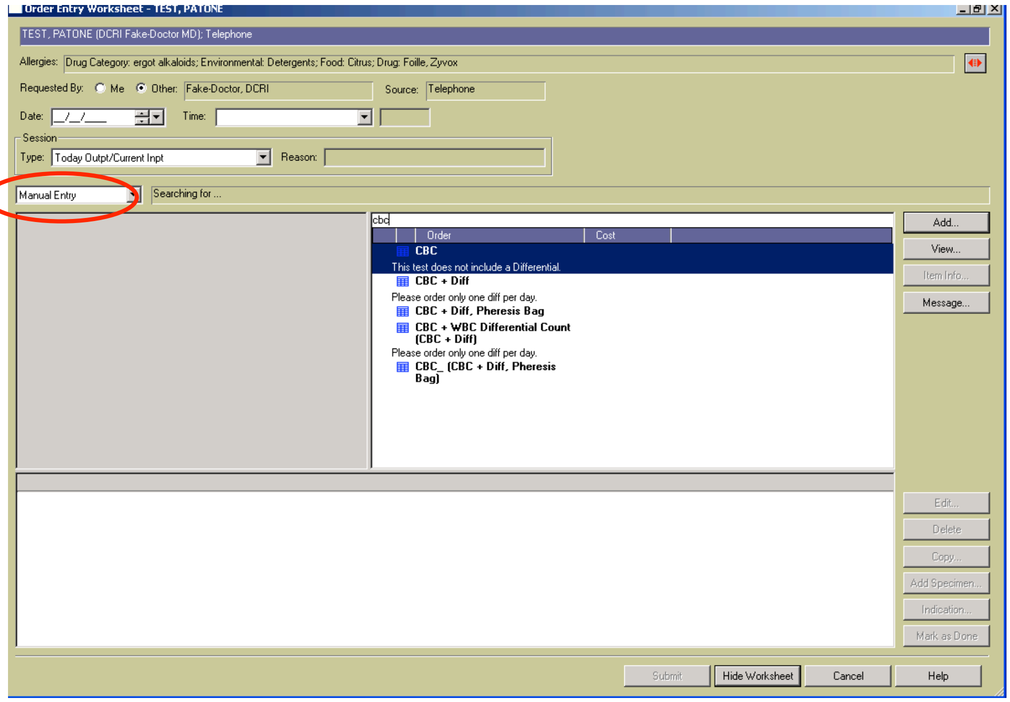
- Service requisitions are used for a variety of tasks that do not require a medical order, including
    - Ordering medical records
    - Special nutrition requests (i.e. ordering a birthday cake)
    - Ordering patient transport (except from admissions or to and from the OR/PACU).
    - Changing a patient location within the OR/PACU or send a surgical patient back to the unit of origin.
    - Changing a patient's outpatient location temporarily (e.g., from an outpatient clinic to a day hospital and then back again)
    - Assigning a patient to a bed within an inpatient unit

Find Orders and Order Sets

You can select an order or order set using the **Manual Entry** or **Start of Browse** functions.

Manual Entry

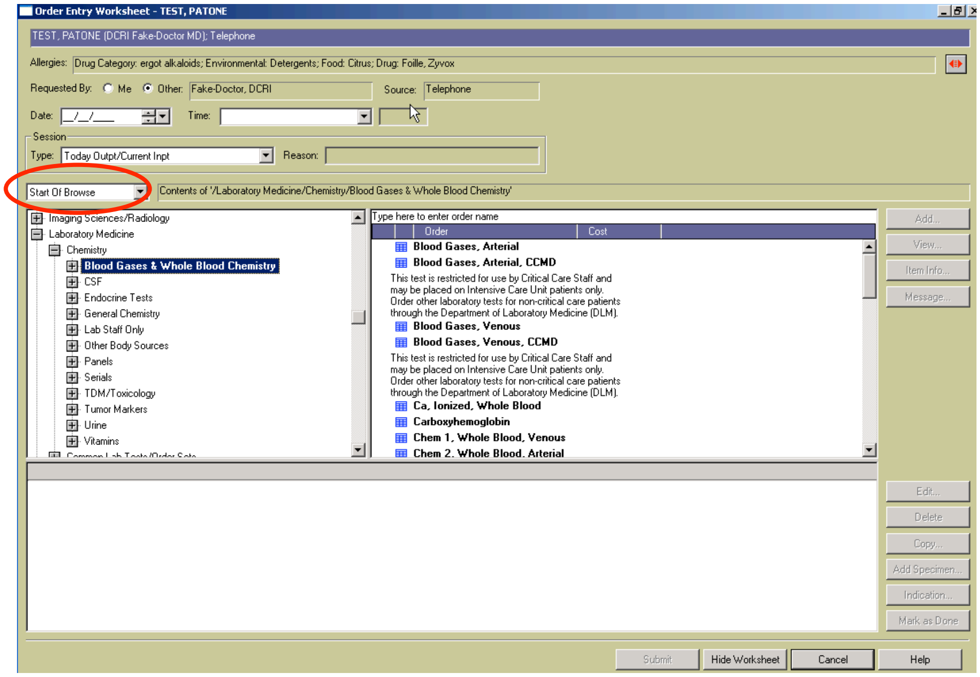
From the drop-down menu, below the Session Type menu, select **Manual Entry**. Then, in the **Type here to enter order name** field, enter part of the name of the order item you want and pause. The right pane of the **Order Browse** displays the order items that begin with the characters you entered.



Screen 8.4: Using Manual Entry to Locate Orders

Start of Browse

From the drop-down menu, below the Session Type menu, select **Start of Browse**. The order groups display at the top of the left pane of the **Order Browse**. Select an order group; any groups contained within it display in the left pane, and any individual order items display in the right pane.



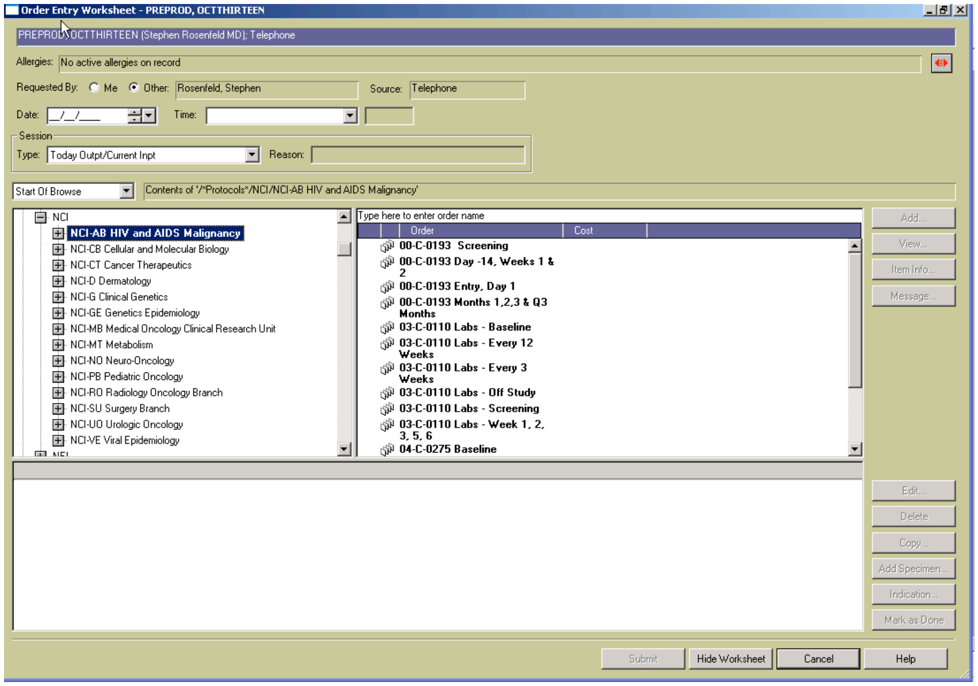
Screen 8.5: Using Start of Browse to Locate an Order

Find Order Sets

Order sets are groups of orders conveniently located together to allow order entry at one time. There are three types of order sets:

- Non-protocol order sets are groups of orders commonly ordered at one time.
- Protocol order sets are groups of orders specific to the protocol. Some are grouped by visit or phase. Others are grouped by type of order.
- Quick orders are medication orders pre-filled with common dosages, frequencies and administration routes.

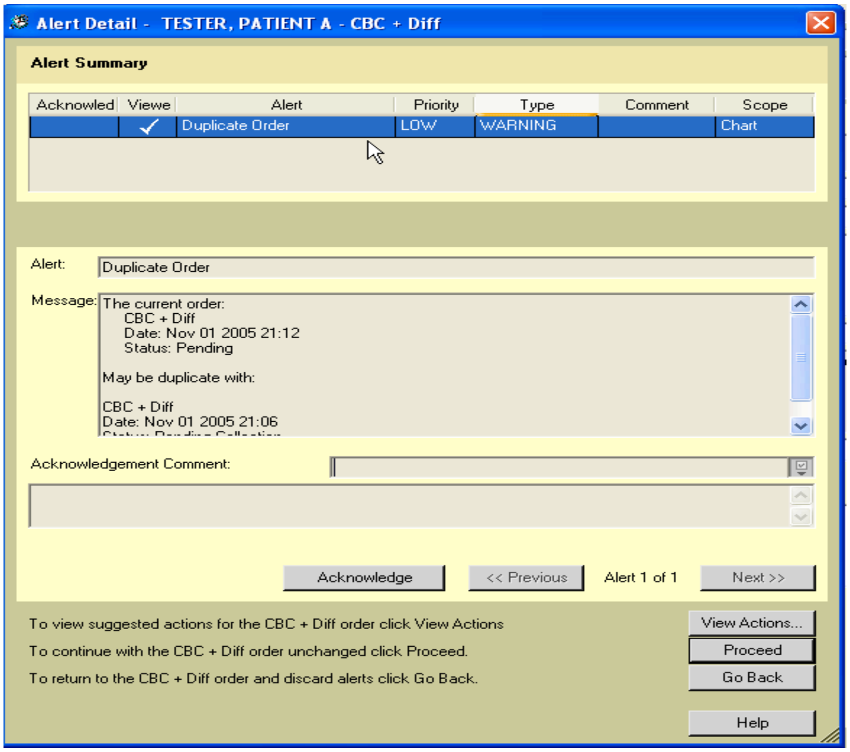
You can search for orders sets in the same way as for orders, either using Manual Entry to type in the name or number of the Order Set, or you can search through the listing using Start of Browse. Orders Sets are indicated by an order set icon on the order list display pane.



Screen 8.6: Order Set List

Alerts and Warnings

Alerts can display when entering orders. There are alerts for some duplicate orders, allergy assessments, and for entering medical orders more than one year in advance. When an alert occurs, an **Alert Detail** dialog box opens for you to review or acknowledge the alert.

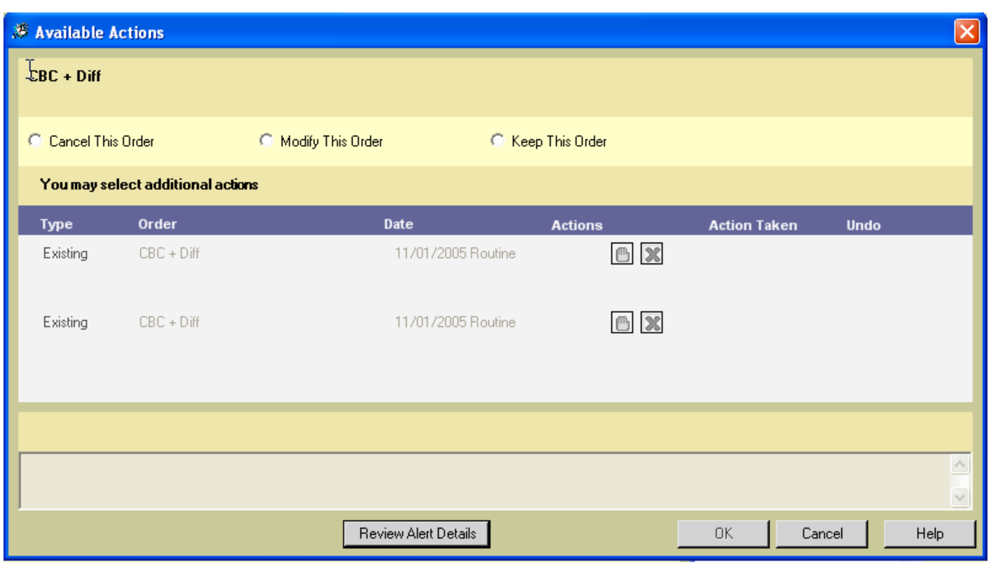


Screen 8.7: Alert Detail dialog box

Alert Options

From the **Alert Detail** dialog box you have four options

1. **Acknowledge** – allows the option of entering a comment.
2. **View Actions** – this option opens to the **Available Actions** dialog box, allowing you to modify, suspend, or cancel the order.
3. **Proceed** – allows you to continue with the order unchanged.
4. **Go Back** – returns to the original order for modification



Screen 8.8: Available Actions dialog box

Multiple Alerts

Multiple alerts can be triggered for any one order. If there are multiple alerts for one order, the **Next** button becomes active.

When there are multiple alerts

1. Highlight the first alert order.
2. Review the first alert and then select **Next** to view each alert.
3. Once you have viewed all the alerts, click **Proceed** to continue and submit the order/s.

Note: *This functionality works for allergy alerts and duplicate order alerts. It does not work for missing field alerts. In the case of missing field alert, the order form must be opened and the missing field completed for the order to process***.**

Duplicate Checking

- Each department specifies how often an order can be repeated without being a duplicate.
- A duplicate alert is just an alert; you can acknowledge the alert and say you still want to continue to order it.
- This checking may cause duplicate alerts to displays with some serial lab testing and take home medications.

Order/Review by Session Type

CRIS has "session type" functionality that permits orders to be placed for both immediate and future action. Depending on whether a patient is new to NIH, a current or future inpatient, or a current (today) or future outpatient, orders may be placed under the following session types.

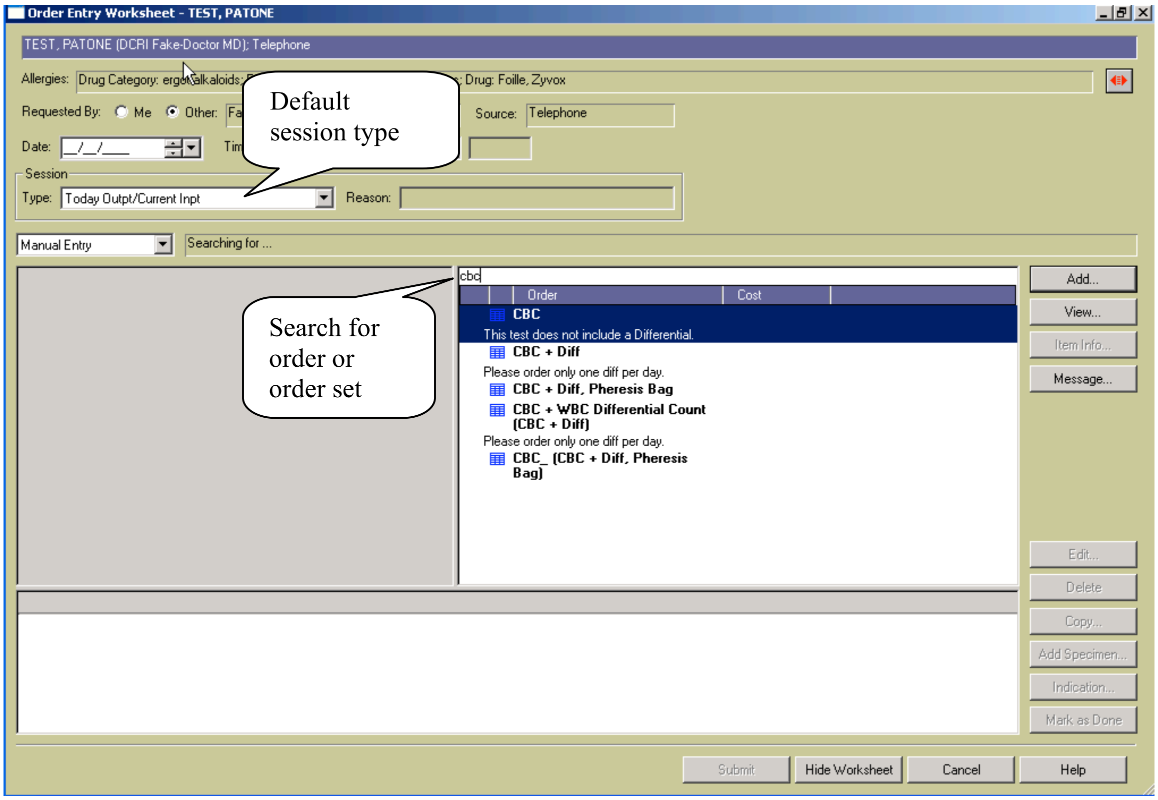
Current Visit Type	Session Types		
	Today Outpt/Current Inpt	**Future Outpt/Pre-Admit**	**Take Home Medications**
Pre-NIH Registration	N/A	Allowed	N/A
Inpatient	Allowed	Allowed	Allowed
Outpatient	Allowed	Allowed	Allowed

Table 8.1: Visit Type and Order Session Type

The session type should be selected before orders are selected. Session types can't be mixed in the same order entry session.

Orders for Today Outpt/Current Inpt

Use this default session type for orders to be carried out today in a clinic or day hospital or for hospital inpatients anytime during the current admission.



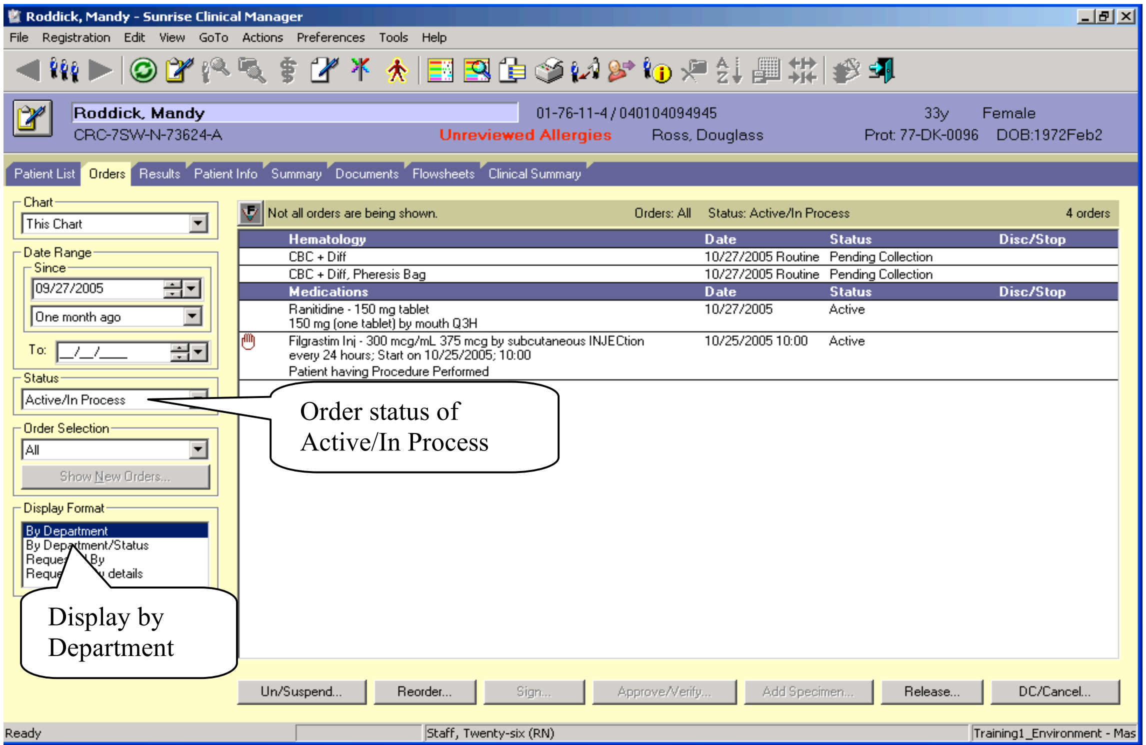
Screen 8.9: Default Session Type

Simply place and submit orders as needed for the patient. There is no need to adjust the session type in this situation.

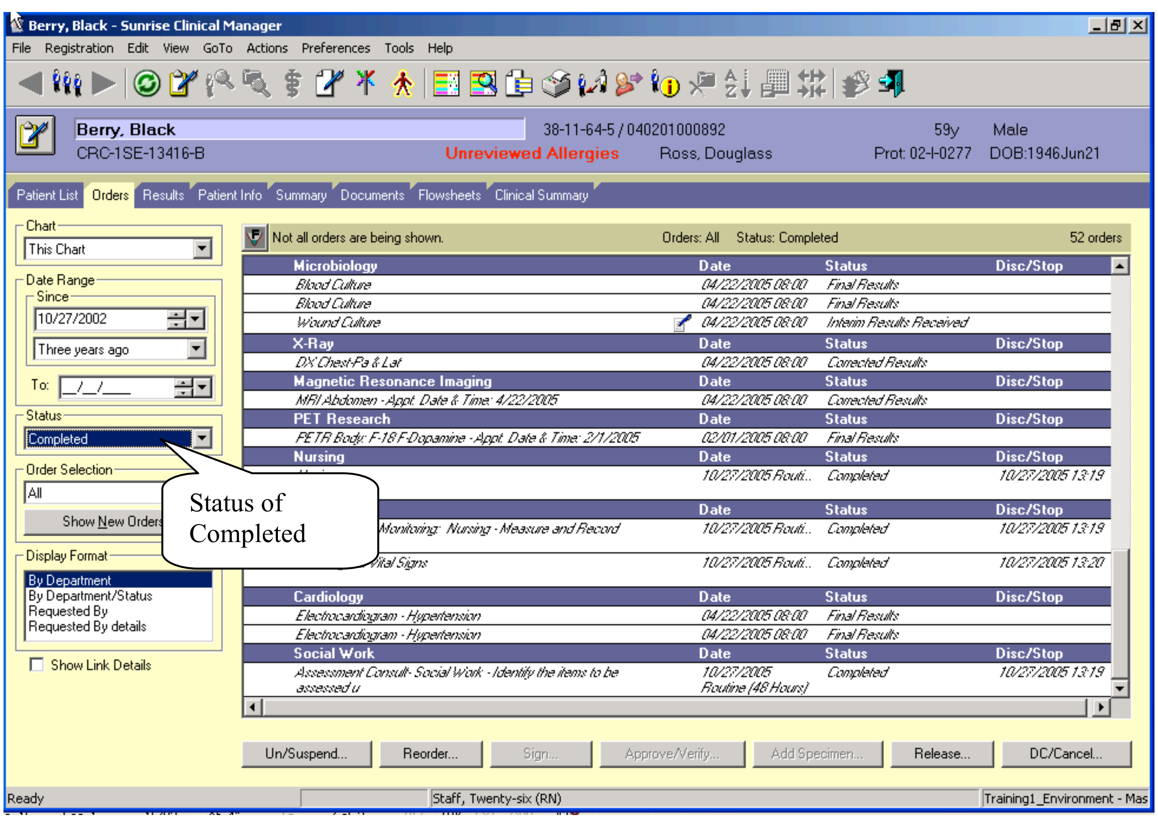
Note: *OR/Anesthesia Requests and Off Site Anesthesia Requests should always be placed in this session type, since these are requests to schedule procedures and should be active immediately.*

Review Orders for Today Outpt/Current Inpt

The order status of **Active/In Process** filters those orders that are active, but not yet resulted or completed. The Status of **Completed** will help to review orders that have already been carried out and resulted.



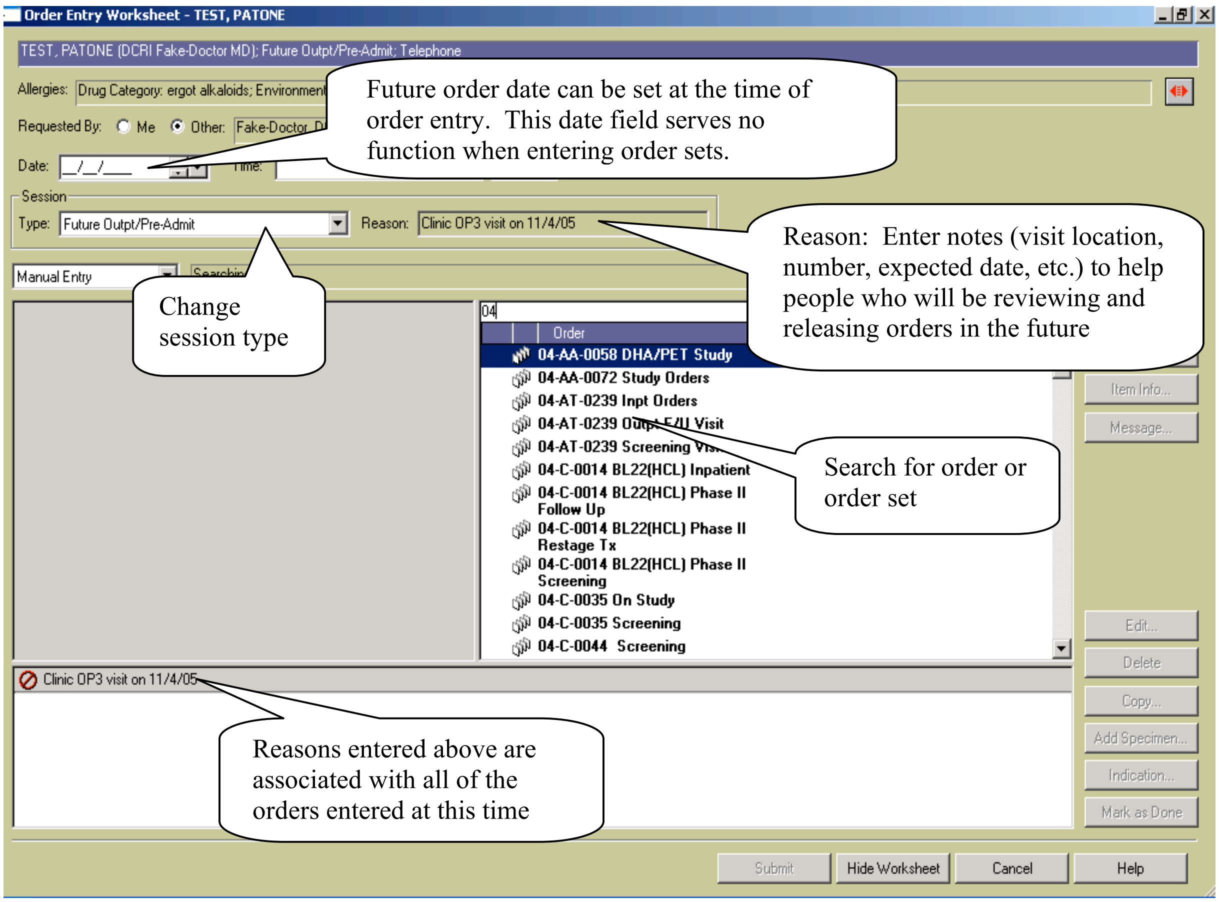
Screen 8.10: Active/ In Process Orders Status filter



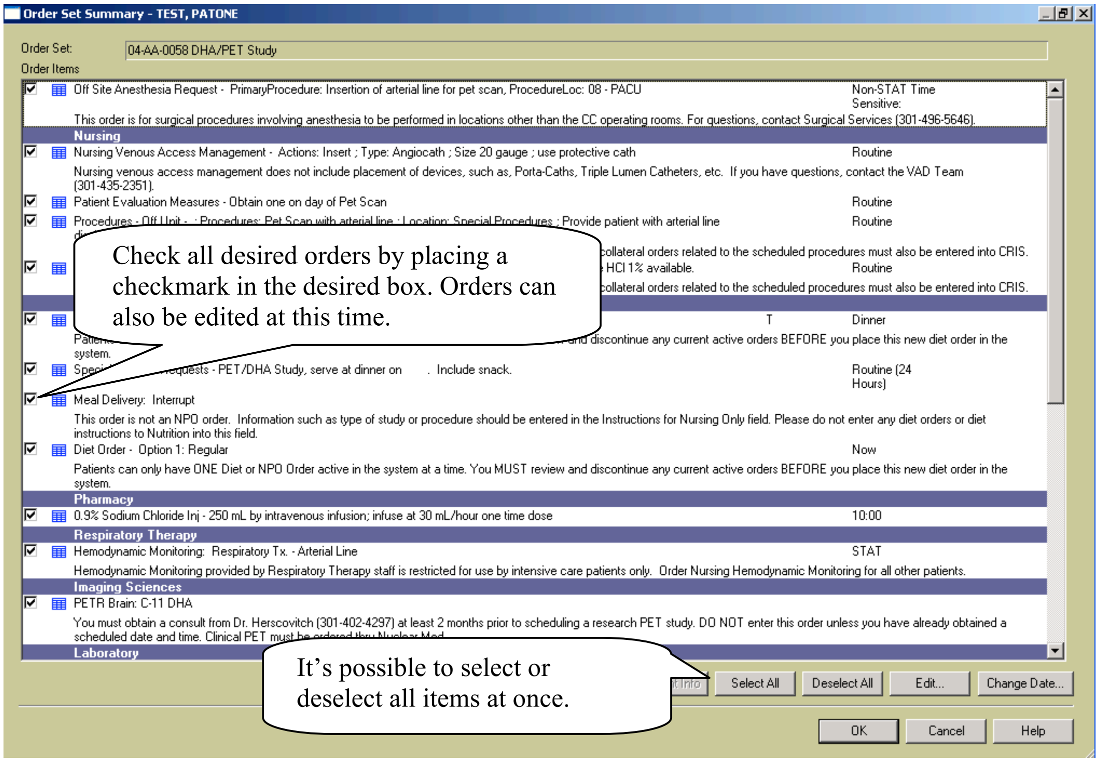
Screen 8.11: Status filter

Orders for Future Outpt/Pre-Admit

CRIS allows orders for both future admissions, as well as for future outpatient encounters and testing. Use this session type for orders to be placed for all future-dated outpatient encounter (even the next day), as well as for anticipated admissions to the hospital. In the **Reason** field type the date to execute the order(s). Please note for labs tests that are to be drawn in Outpatient Phlebotomy, the **Reason** field information is what displays on the order tab screen for review before the orders are released.



Screen 8.12: Future Outpt/Pre-Admit Session type

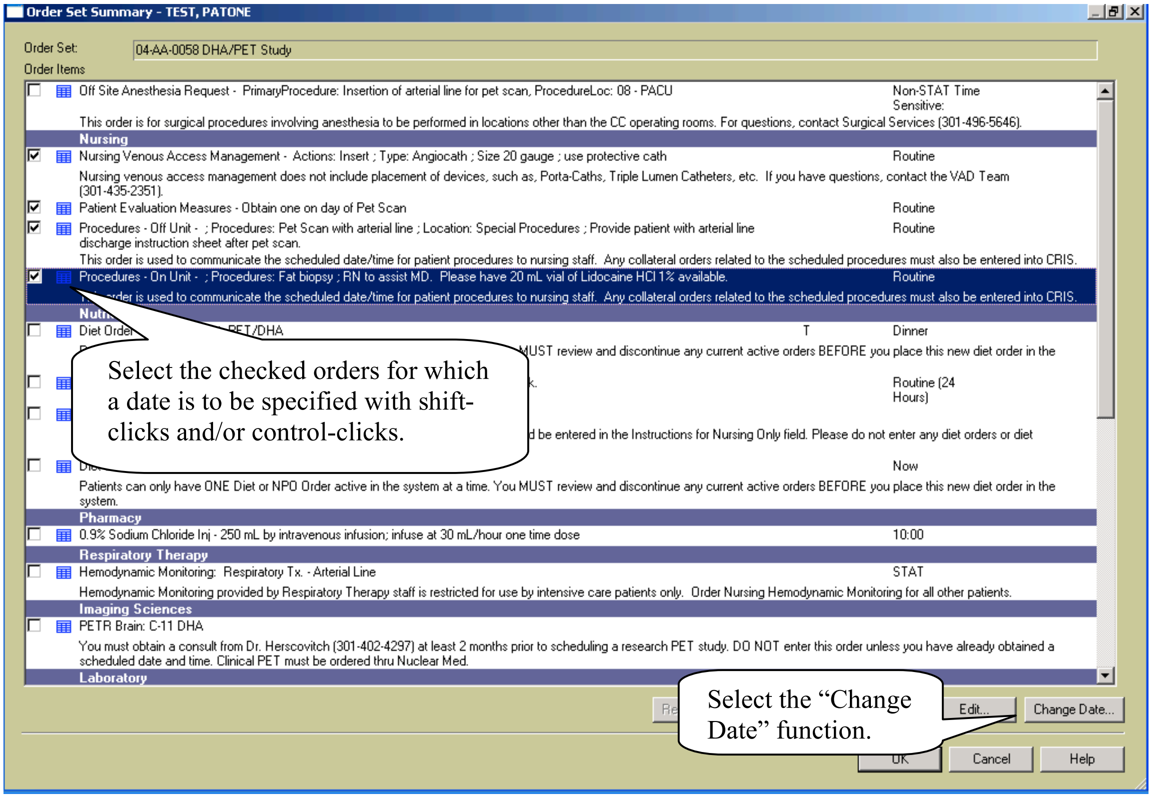


Screen 8.13: Order Set Summary window

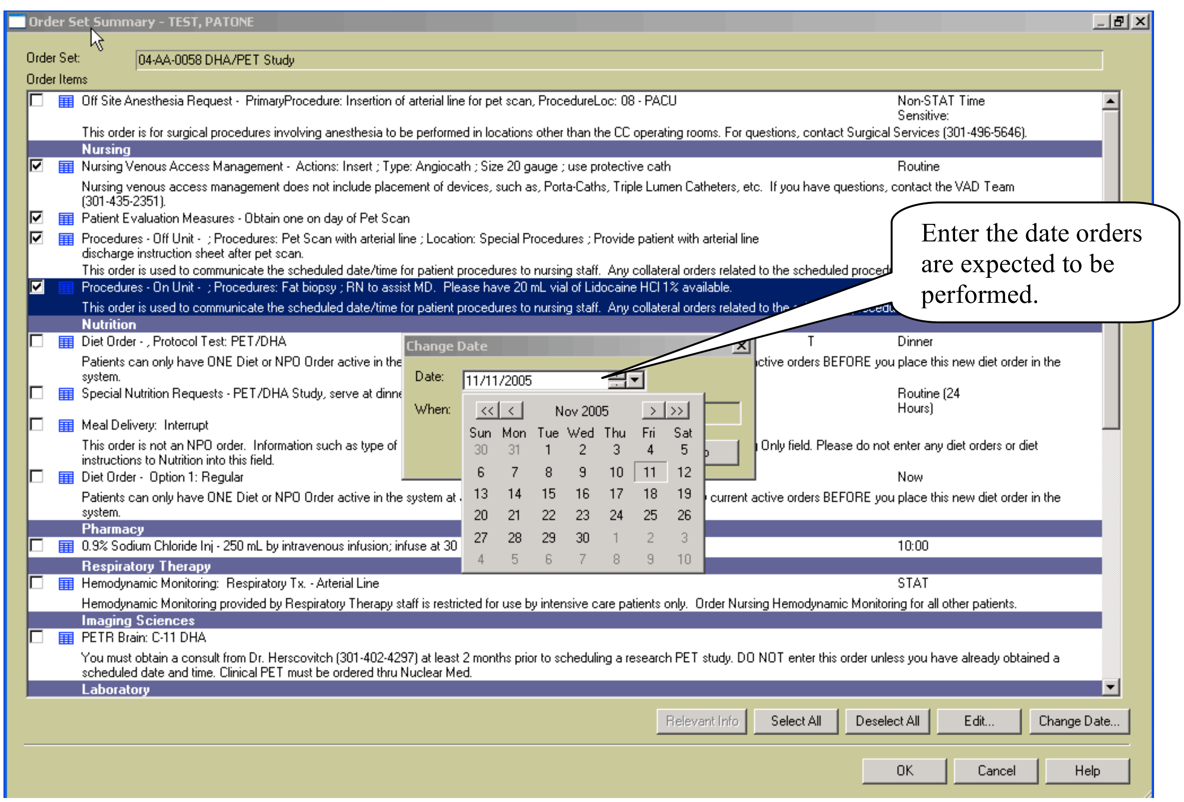
Within an order set, select all orders that are needed.

The Prescriber should indicate the future date the orders are expected to be carried out. If the order date was not entered initially on the order entry worksheet, the date can also be updated for some or all of the orders in an order set simultaneously.

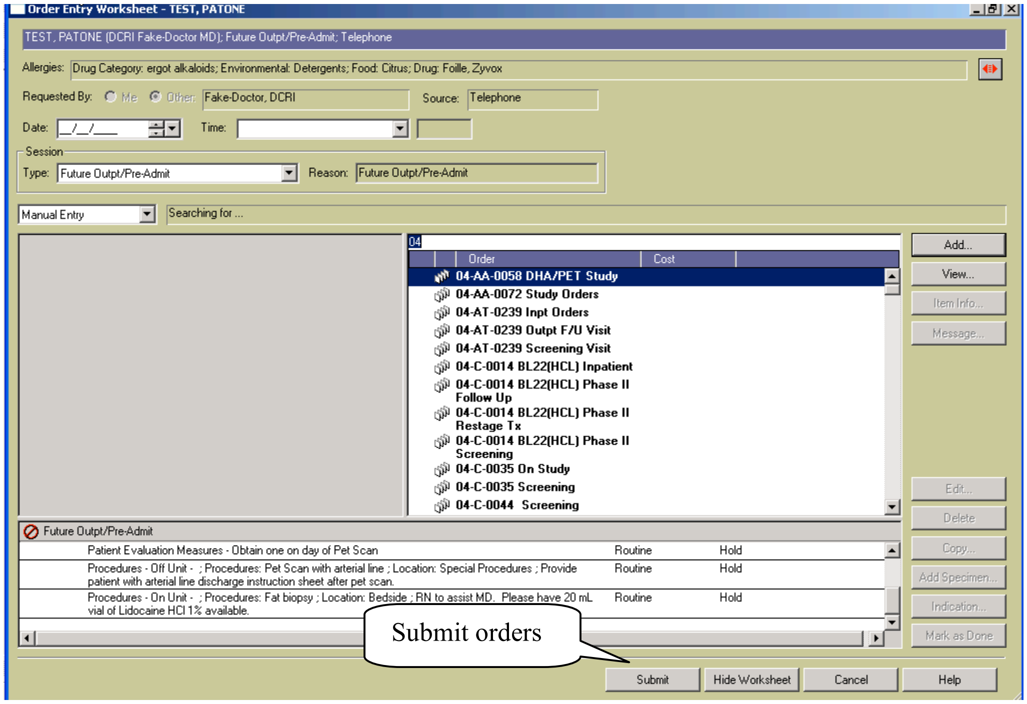
1. Select the orders for a date change with **Shift-clicks** and/or **Ctrl-clicks**.
2. Click the **Change Date** button.
3. Enter the date the orders are expected to be performed.
4. Order dates are updated accordingly.
5. The orders should be reviewed once more on the Order Entry Worksheet before being submitted.



Screen 8.14: Order Set Change Date



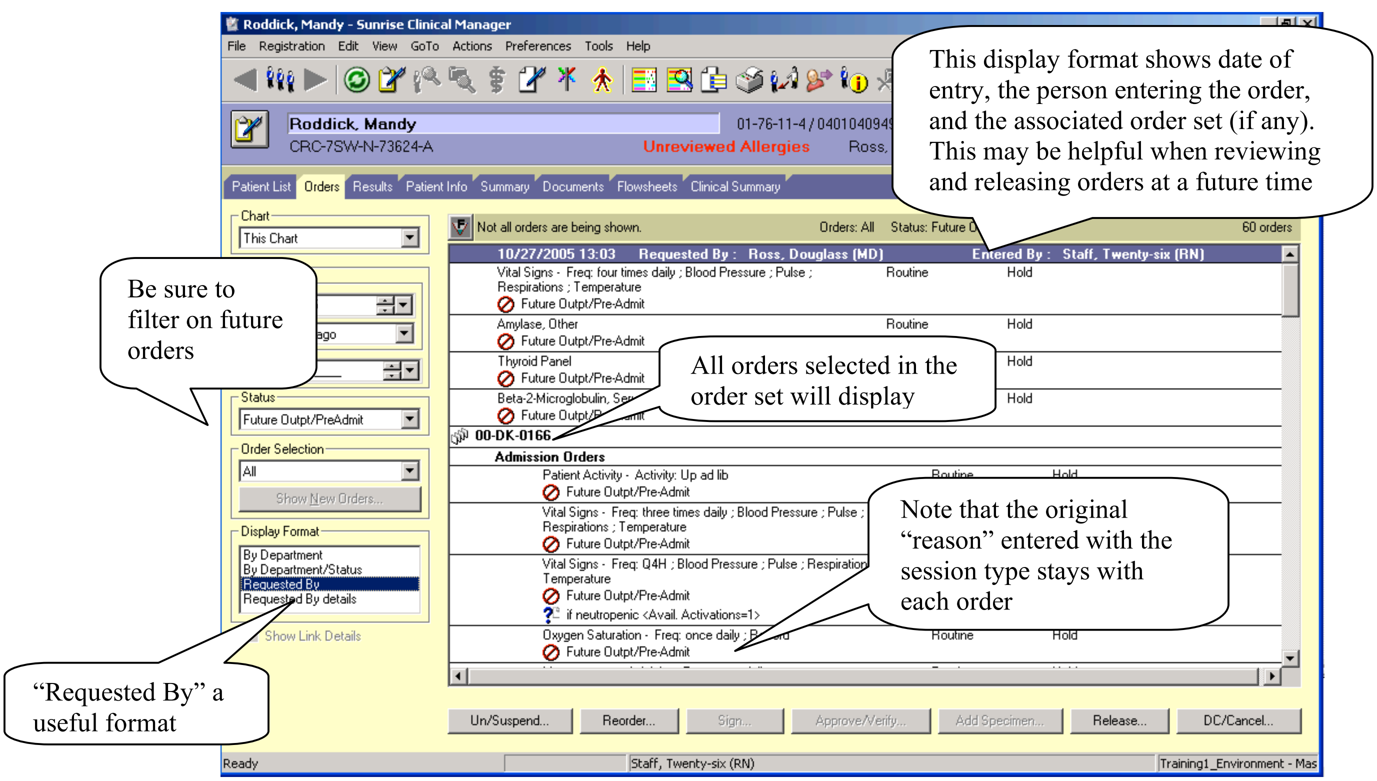
Screen 8.15: Order Set Change Date



Screen 8.16: Future Outpt/Pre-Admit Orders Summary pane

Review Orders for Future Outpt/Pre-Admit

All orders entered and submitted under the "Future Outpt/Pre-Admit" session type can also be easily reviewed with the help of the order filters.

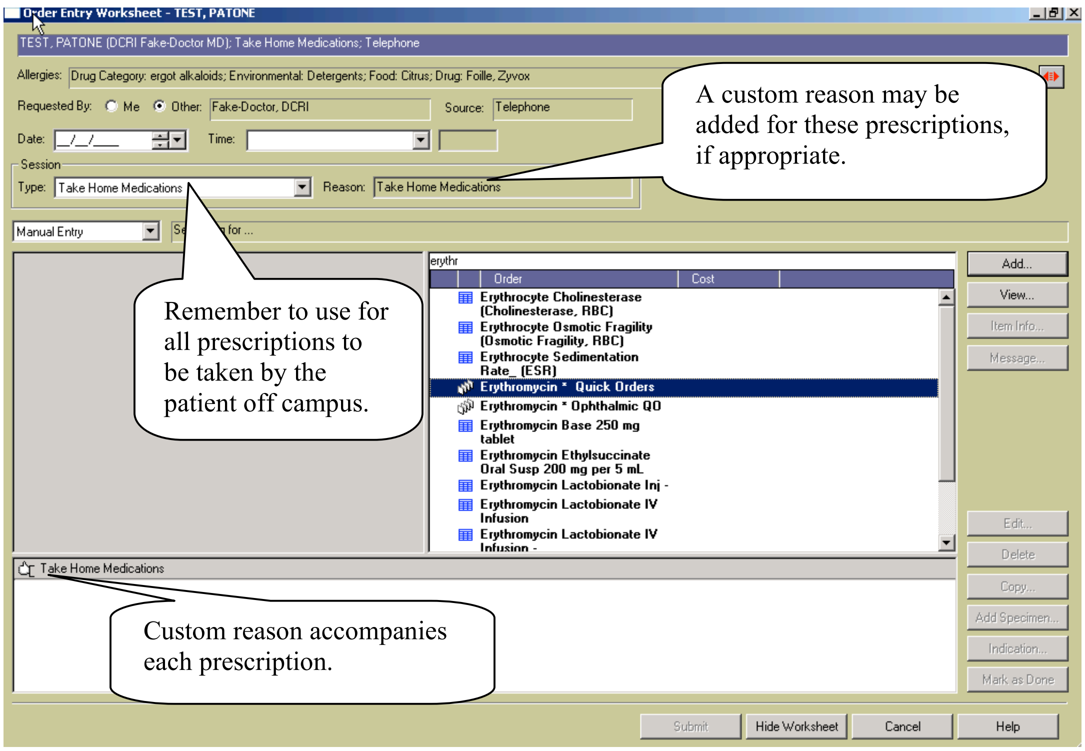


Screen 8.17: Future Outpt/Pre-Admit status filter

Order Take Home Medications

Take Home Medications include those prescribed in a clinic for home use, in the hospital at the time of an inpatient discharge, and for use on pass. All orders for take home medications require placement in the correct session type (Take Home Medications) in order to be processed correctly by the outpatient pharmacy.

Take home medications can be easily ordered from the pharmacy quick order screens, which have common take home prescriptions and quantities pre-filled on the order forms. Be sure to change the session type to Take Home Medications before submitting these orders.



Screen 8.18: Take Home Medications Session Type

If it's appropriate to prescribe the current inpatient regimen of medications to a patient who is about to be discharged, a quick way to create these orders is via the "reorder" function. Simply "right-click" on the order for discharge, pick "**Reorder**," and pick "**Current**." The "reordered" medication will then appear on the order entry worksheet, awaiting any appropriate modifications and review before being submitted.

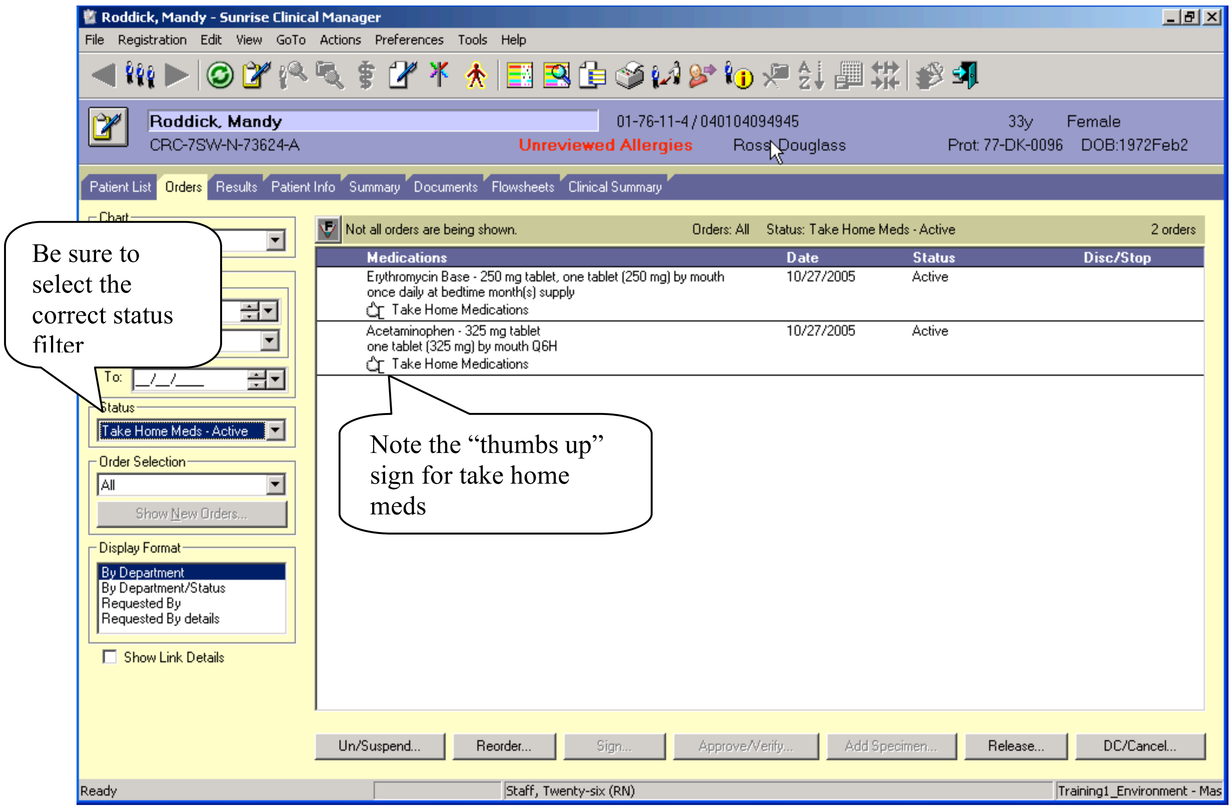
When reordering an inpatient medication for a patient to be discharged:

1. Remember to check the **Take Home** box on the order form,
2. Modify other order details as needed, and

3. Change the Session Type to **Take Home Medications** before submitting the order(s).

Review Orders for Take Home Medication

All current "Take Home Medication" orders can also be easily reviewed by utilizing the Take Home Meds – All or the Take Home Meds – Active option in the Status filter.



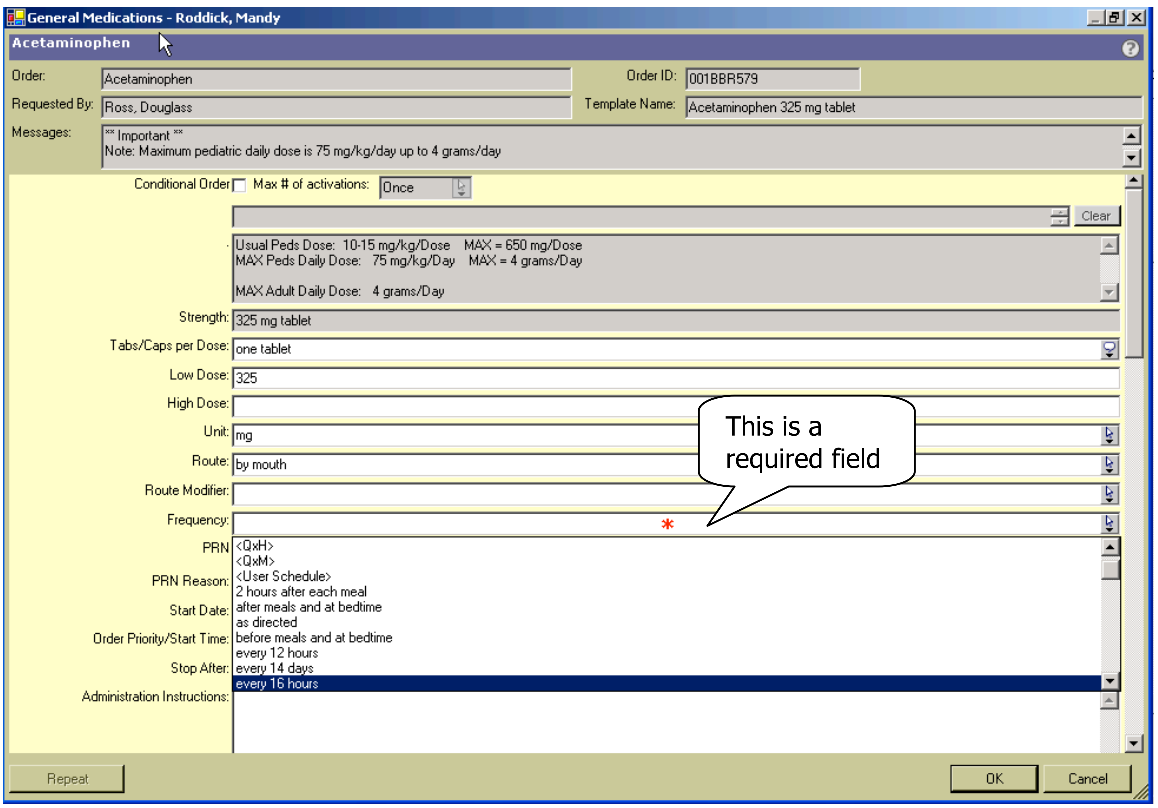
Screen 8.19: Take Home Medications Status filter

Take home medications do not appear in the Worklist Manager for documentation of administration. However, they will generate "duplicate order" or "drug interaction" warning messages if there are already active inpatient orders for the same medication. Prescribers may choose to suspend active outpatient prescriptions during inpatient stays, and unsuspend as appropriate at the time of a patient's discharge, in order to avoid these duplicate messages.

Note: *Take Home Medications that are no longer appropriate for the patient should be discontinued by the responsible Prescriber(s) using the Discontinued/Cancelled function.*

Enter Orders

1. From the **Order Entry Worksheet**, locate the order you want to enter using the **Start of Browse** or **Manual Entry** functions. Click **Add**.
2. Fill in the requested information.
    a. There may be special instructions about the order in the **Messages** box. This is informational only, and cannot be changed.
    b. Required fields are marked with a red asterisk *. Data must be entered into these fields prior to submitting the order.
    c. Other fields are optional. These are completed when there is more information to convey about the order.
    d. Some fields already contain prefilled/default data when you open the form. These fields may be modified as needed.



Screen 8.20: Order form with required Frequency field

3. Click **OK**.
4. Click **Submit**.

Edit or Delete Order before Submitting

You can edit or delete an order <u>BEFORE</u> submitting it.

1. To **edit** an order before submitting it

   a. Select the order you want to edit from the Order Summary Pane window.
   b. Click **Edit**. The Order Entry Form for the selected order opens.
   c. Change or add to the existing fields. Click **OK**. You return to the Order Summary Pane window.
   d. Click **Submit**.
2. To **delete** an order before submitting it
   a. Select the order you want to delete from the Order Summary Pane window.
   b. Click **Delete**. The order is removed from the Order Summary Pane window.

If you enter, but don't submit orders on the **Order Entry Worksheet**, and then hide the worksheet, the icon changes to indicate that there are unsubmitted orders. You cannot log off or switch to another patient's chart until you submit or delete unsubmitted orders.

Screen 8.21: Unsubmitted Orders Icon

Enter Order Sets

Order sets are groups of orders commonly ordered at one time. You order an order set just as you would an individual order - using the **Order Browse** on the **Order Entry Worksheet**. If you don't want every item in the order set, you can eliminate parts of an order set when you order it.

Overview of Order Sets

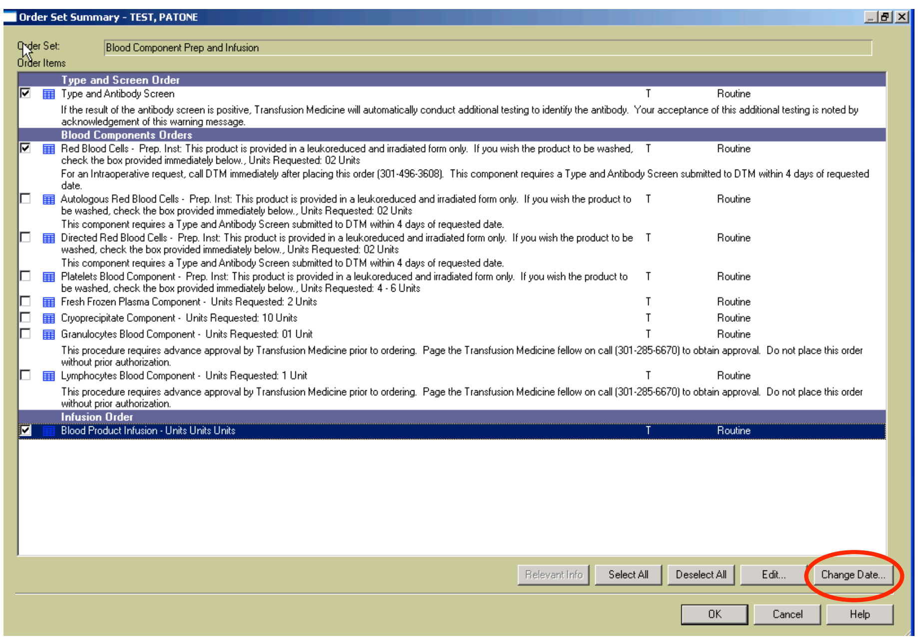
Order sets are groups of orders conveniently located together to allow order entry at one time. There are three types of order sets

- Non-protocol order sets are groups of orders commonly ordered at one time.
- Protocol order sets are groups of orders specific to the protocol. Some are grouped by visit or phase. Others are grouped by type of order.
- Quick orders are medication orders pre-filled with common dosages, frequencies and administration routes.
- When tests/procedures or other orders happen in sequence, the days can be built into the order set.
  - T= today, the day the order set is ordered or released from hold.
  - T+1 = tomorrow, the day after the order set was ordered or released from hold.

- Check marks are used to select the items from the order set that you want to order
  - Items usually ordered for all patients are pre-set. You can add or deselect individual items.
  - Pre-set checkmarks redisplay for next time you use order set
- Headings are just informational for Prescribers
  - No matter how orders are grouped in the order set, they are programmed to display in specific locations on the order display.
  - If you filter the order display by details, it will bring all the order set together under the name of the order set.
- There are no pre-filled repeat orders within order sets
  - Prescribers can create repeat orders from the Order Entry, but they can't be pre-filled in the order set.

Working with Order Sets

The **Order Set Summary** dialog box displays all the order items in an order set. You may remove or edit individual items in the order set as necessary. You also can specify or change the start date for each of the items using the **Change Date** button.



Screen 8.22: Order Set Summary dialog box

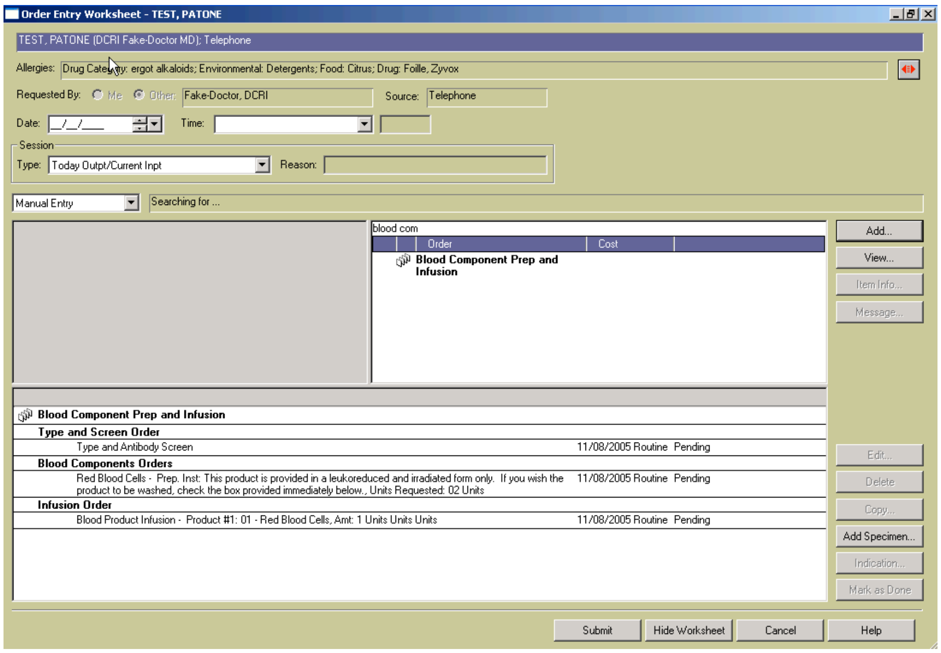
Change Date of Order Set Items

The **Change Date** dialog box allows you to select one or more order items from an order set and change the start date(s).

Note: *If you choose several orders and apply a coded time that one (or more) of the orders does not support, those orders generate an error message, and you return to the* ***Order Set Summary*** *dialog box. The orders that generated errors are highlighted.*

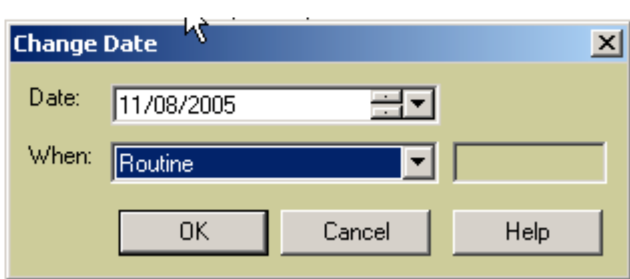
To change the date of an unsubmitted order/s within an order set

1. In the **Order Summary** window of the **Order Entry Worksheet**, select the order set containing the order you want to modify and click **Edit**.



Screen 8.23: Unsubmitted Order Set

1. The **Order Set Summary** dialog box opens.
2. Confirm that the checkbox for the order(s) for which you want to change the date is checked.
3. Select (highlight) the order/s for which you want to change the date.
4. Click the **Change Date** button.
5. Enter the new date and/or Priority in the **Change Date** dialog box.



Screen 8.24: Change Order Set Date dialog box

6. Click **OK**.
7. You are returned to the **Order Set Summary** dialog box. The new date displays in the date column.
8. Continue entering orders on the **Order Entry Worksheet**, or click **Submit** to submit the order set.

Note: *When you change the date of a hold order, it releases the hold on the order.*

Processing Order Sets

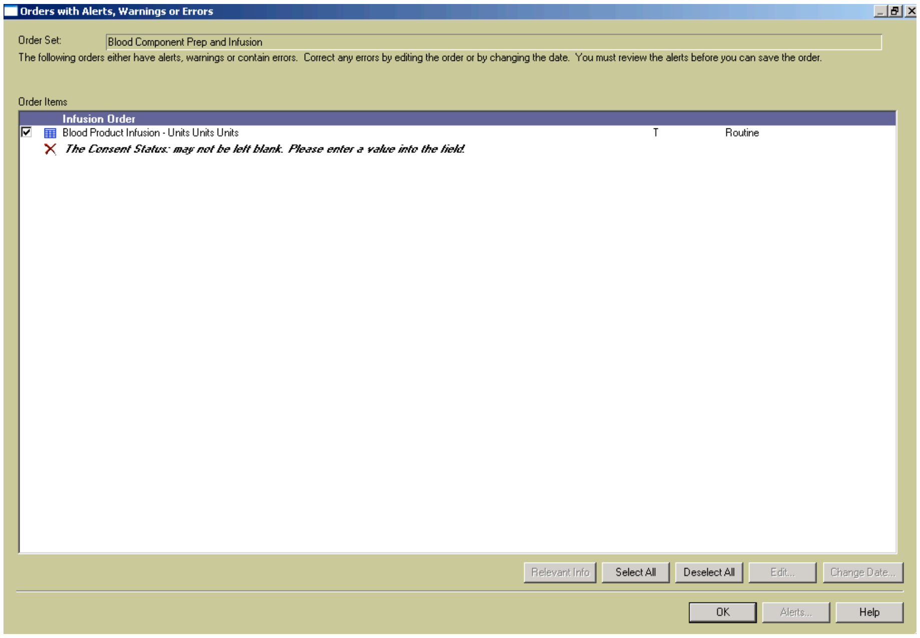
When you add an order set, CRIS displays the **Processing Orders** progress indicator that shows you the following

- The number of orders to be processed,
- Which number order CRIS is currently processing (i.e., 2 of 6), and
- The number of warnings associated with the orders.
    - Any warnings or errors display in a dialog box. After the order is completed, if there were warnings or errors, the **Orders With Alerts, Warnings or Errors** dialog box opens.

Screen 8.25: Processing Order Sets Dialog box

Order Set Alerts, Warnings or Errors

This dialog box allows you to review any alerts, warnings, or errors for orders in an order set that violate clinical parameters, exceed dosage limits, and so on.



Screen 8.26: Orders with Alerts, Warnings or Errors Dialog box

Order Requisitions

Hardcopies of order requisitions print for a limited number of orders as dictated by department requirements. The goal is to only print those requisitions that are used for recording data, such as requisitions for research labs and pharmacokinetics, or that are needed to support clinical workflow. In addition to the certain lab requisitions, all anatomic pathology requisitions will print, as well as pharmacy requisitions for TPN, chemotherapy, insulin drips, PCA pumps, IV investigational drugs, and controlled substance take-home prescriptions. For questions or concerns about specific requisitions, please call the CRIS Support Center at (301) 496-8400.

Print Order Requisitions on Demand

Order requisitions can be printed or reprinted on demand. Instructions for using this capability are posted on the CRIS web site, http://cris.cc.nih.gov or go to **Chapter 14 Reports**, Reprinting Order Requistions section.

Critical Care Medicine Orders

Most CCMD orders are not available via the order browse. These orders are restricted to CCMD prescribers and are all part of order sets starting with CCMD.

DASS

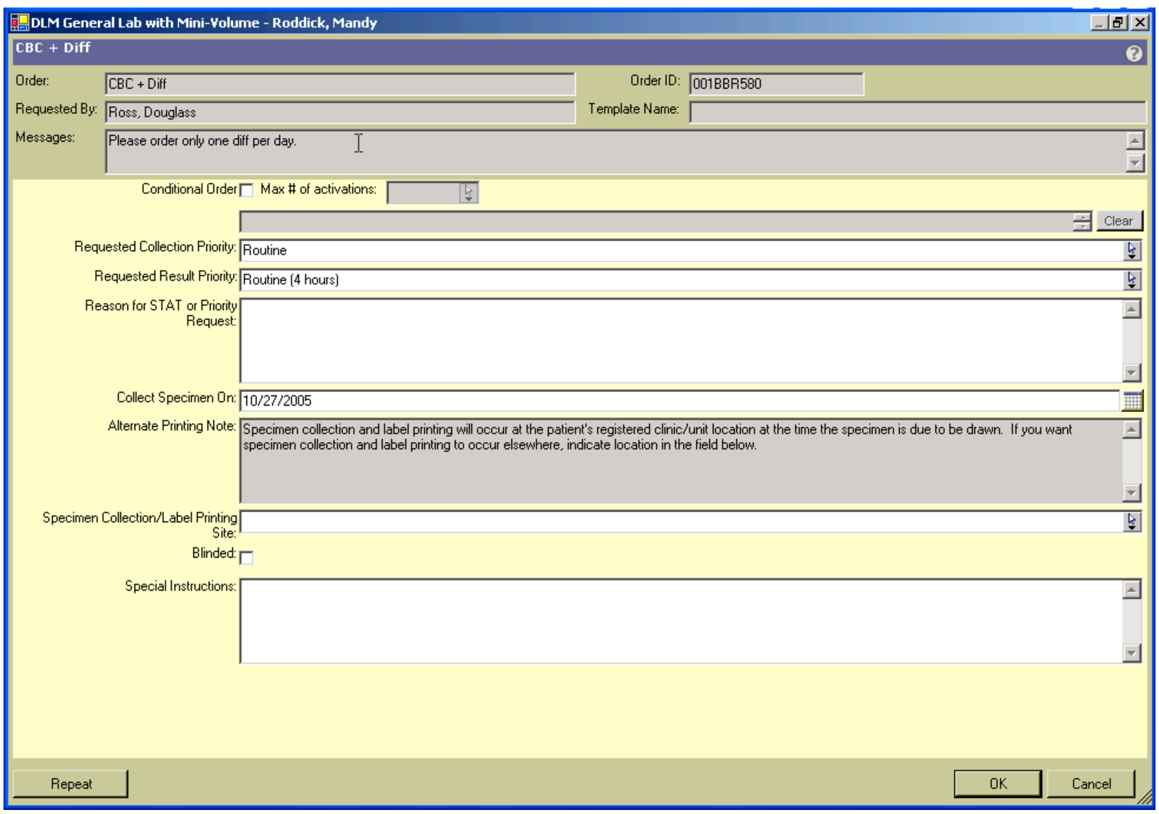
The following are the available DASS department service requests

- Off Site Anesthesia Request
- OR/Anesthesia Request

These service requests communicate patient scheduling information for surgery and anesthesia services outside of the OR. The weekly OR Schedule is created by DASS from the data submitted on these service requests. Both of these service requests must be entered in the Session Type Current Inpt/Today Outpt session. DASS will not get notice of the request to book a case if entered in other session types.

Laboratory

Once entered into CRIS, Lab orders are interfaced to the Lab computer system for accessioning, specimen collection and resulting. Most lab orders use the same order form. The print screen below displays the general layout of a typical laboratory order form.



Screen 8.27: DLM General Lab order entry form

General Laboratory Order Entry Fields

1. Requested Collection Priority
   - Stat – as defined by the department
   - Non-Stat Time Sensitive – needs to be done at a certain time (time specific)
   - Routine – as defined by the department
   - Requested Result Priority

- Routine – resulted within 4 hours
- Priority – resulted within 2 hours
- STAT – resulted within 1 hour

2. Reason for Stat or Priority Request
    - Enter a note in this field to explain why the test is needed Stat ~~test~~ or at a specific time.
3. Collect Specimen On
    - This field is used to define the date that ~~you want~~ the specimen is to be collected.
4. Specimen Collection/ Label Printing Collection Site
    - Specimen collection and label printing will occur at the patient's registered clinic/unit location at the time the specimen is due to be drawn. If you want specimen collection and label printing to occur elsewhere, indicate location in the field.

5. Blinded Checkbox
    - Check this box if this test is part of a blinded study and the results are to be blinded.
6. Special Instructions
    - Use the special instructions field to enter information needed to process this order. Mail-in instructions would be entered into this field as well.

Lab Collection Status

Lab orders are entered in the Pending Collection status. All specimen collection information is entered into the Lab system and sent to CRIS when updated.

Serial Samples

DLM has standardized the number of serial samples for all tests

- 01-08
- 09-15
- 16-25
- 26-40

Microbiology Orders

Microbiology orders are grouped together in order sets by specimen source, for example, blood, sputum, cerebral spinal fluid, or urine. The specimen source is followed by the term **Micro**. In the example of urine, the order set displays as **Urine – Micro**.

Lab Tests Requiring Requisitions

Certain Lab tests will require that the order requisition be sent to the lab along with the specimen. These include tests that require information written on the label and/or on the order requisition.

Specimens sent to the lab with Admissions labels (no bar code label available) must always be sent with the Order Requisition or have the Order ID number written on the label.

Information must be written and sent with drug test order requisitions. If this information is missing, the test will be performed and a result comment attached to notify physician that additional information (dose, route, time) may be required for proper result interpretation.

For the most current list of tests that require a requisition to accompany the specimen and the information to write on the order requisition or tube label, please refer to the Department of Laboratory Medicine website http://intranet.cc.nih.gov/dlm/specimenguidelines/Test_req_order_req.pdf

Research Labs

These lab orders automatically **Auto Complete** one hour after the specimen is scheduled for collection. This Auto Complete status does not necessarily indicate that a specimen has been collected, only that it was scheduled for collection.

Nursing

The following categories of orders are active and available under Nursing

- Activity / Positioning
- Bed Assignment
- Dressings /Wound Mgt / Irrigations
- Hygiene / Skin
- Intake and Output/Diet
- Measurements
- Med / IV Replacement
- Monitoring / Vital Signs
- Observation / Privileges / Visitors
- Restraints / Seclusion
- Test / Procedures
- Tubes / Catheters / Trachs

Three orders exist to alert nurses that a test or procedure is scheduled. These do not interface with CAS, but appear on the Orders Tab screen and on the Medical Care Plan.

- Unit Tests – most serial tests

- Procedure – On Unit
- Procedure – Off Unit
    - These service requests include fields related to conscious sedation.

Nutrition Orders

The following are the available Nutrition department orders

- Diet Order
- Meal Delivery: Interrupt
- Nothing by Mouth – NPO
- Nursing Diet Instructions
- Nutrition Consult (Clinical)
- Nutrition Consult (Research)
- Oral Supplements
- Paper Tray Service
- Parenteral Nutrition – Adult Standard
- Parenteral Nurtrition – Adult Standard Additional Additives
- Parenteral Nutrition – Pediatric Standard
- Parenteral Nutrition – Pediatric Standard Additional Additives
- Pediatric Formulas
- Special Nutrition Requests
- Tube Feeding – Adult
- Tube Feeding - Pediatric

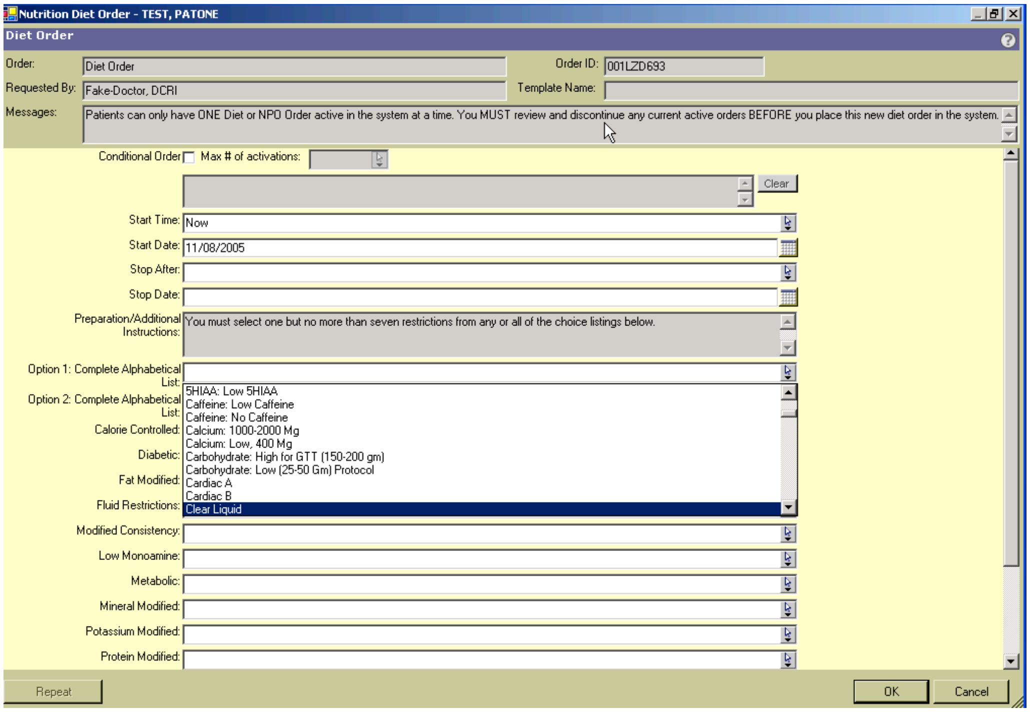
Nutrition Department System (CBORD)

There is an interface (communication) between CRIS and the Nutrition Department computer system (CBORD)

- The Nutrition Department computer system only recognizes one order, the most recent one.
- If you need to communicate something about the diet – where to deliver, special preferences or needs – use the **Special Nutrition Request order form.**

Diet Orders

The Diet Order is used to enter any diet, as well as any specific restrictions. Up to seven (7) restrictions can be entered into the Diet Order at one time. A patient can only have one active diet order at any point in time in CRIS. The patient can be on multiple restrictions (e.g. 1800 calories and 2 gram sodium), but only via one order. The combination of restrictions, entered at the same time, form a diet order. All restrictions have to be entered at the same time to be active together. **For example**: If you enter a diet order for a 1800 calorie diet and then went back in to CRIS and entered a 2 gram sodium diet, the nutrition department system would not recognize the 2 gram sodium diet order. When you want to change the patient’s Diet Order, you should discontinue the active Diet Order and enter a new one.

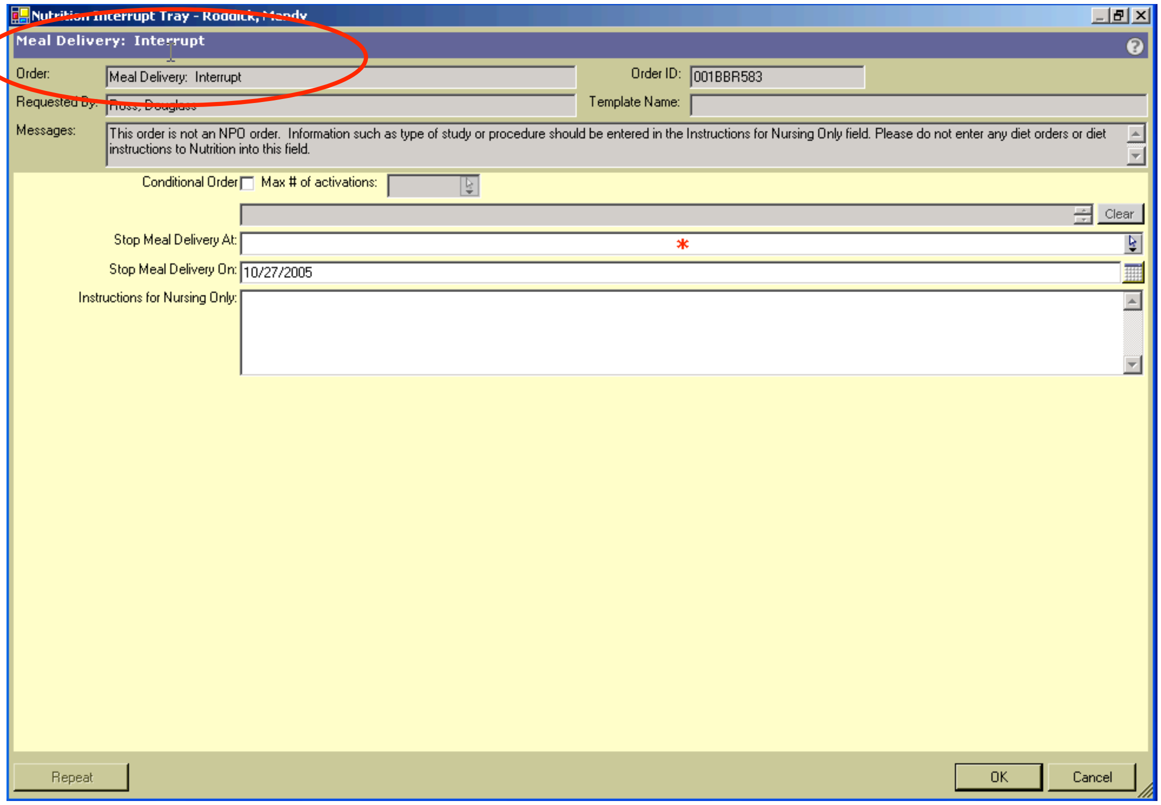


Screen 8.28: Diet Order form

The Option 1 and Option 2 fields include a list of all diets and restrictions. These fields can be used to enter the diet restrictions.

Meal Delivery: Interrupt

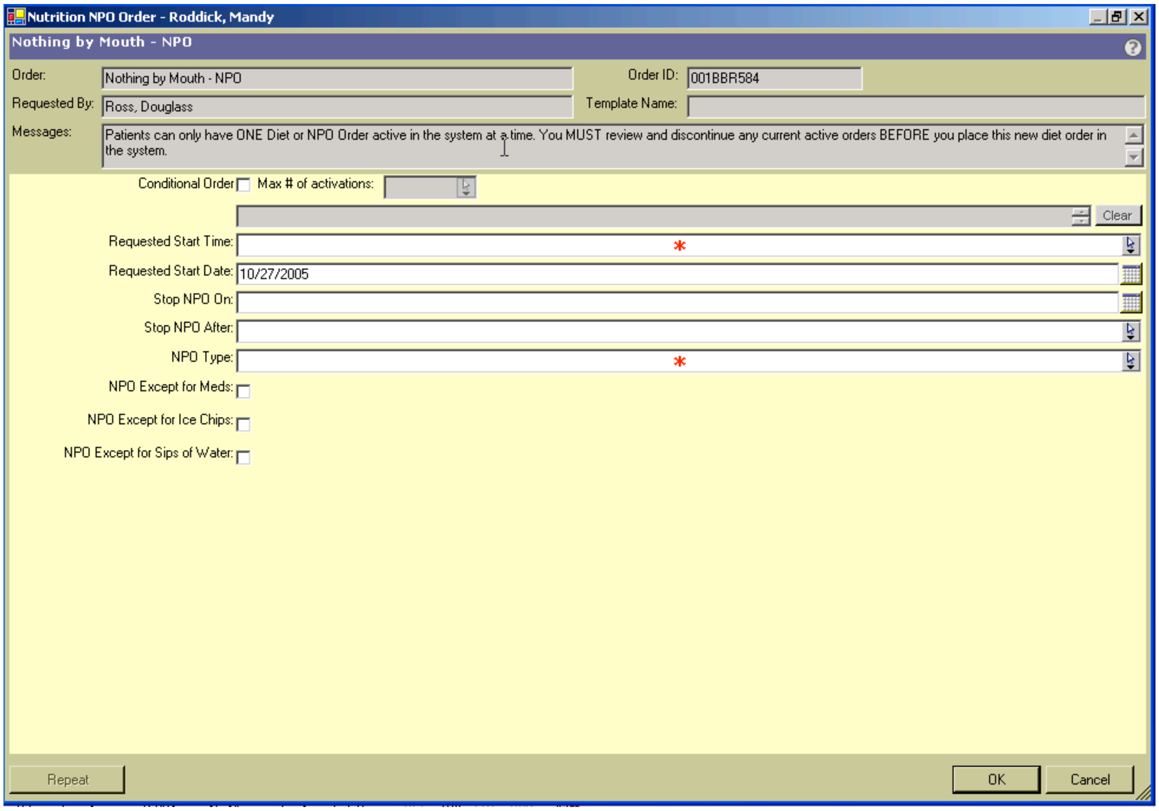
Meal Delivery: Interrupt does not require a Prescriber to enter or complete the order. Most ancillary staff and nursing can enter this order or complete it. To stop a meal for a specific time, use the **Meal Delivery: Interrupt** order. This order allows for specifying which meal is to be held. You can also add instructions for nursing if appropriate. When the patient can have meal service again, this order should be completed by nursing.



Screen 8.29: Meal Delivery: Interrupt order

Nothing by Mouth – NPO

Use the NPO order to stop all food service. You can enter specific nursing information in this order if needed, as well. This order should either include a stop date and time or should be discontinued and a new diet order entered when you want meal service to resume.



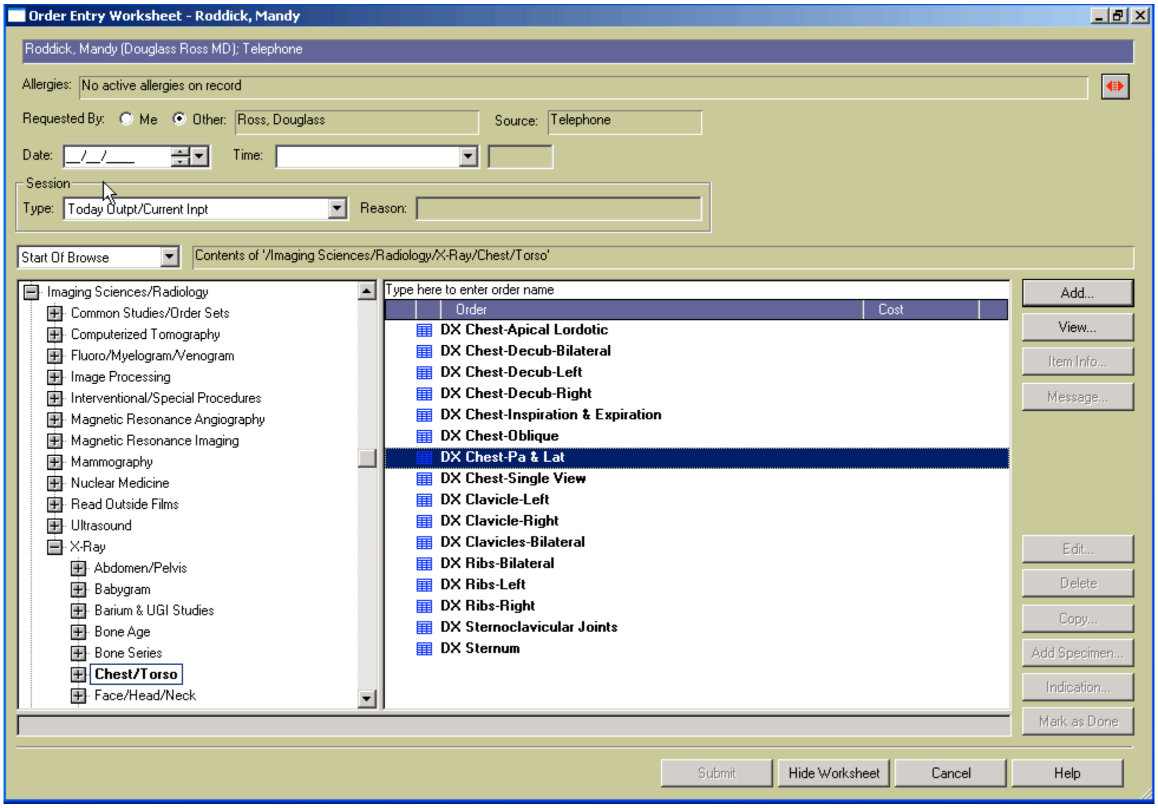
Screen 8.30: NPO Order

Imaging Sciences/ Radiology Orders

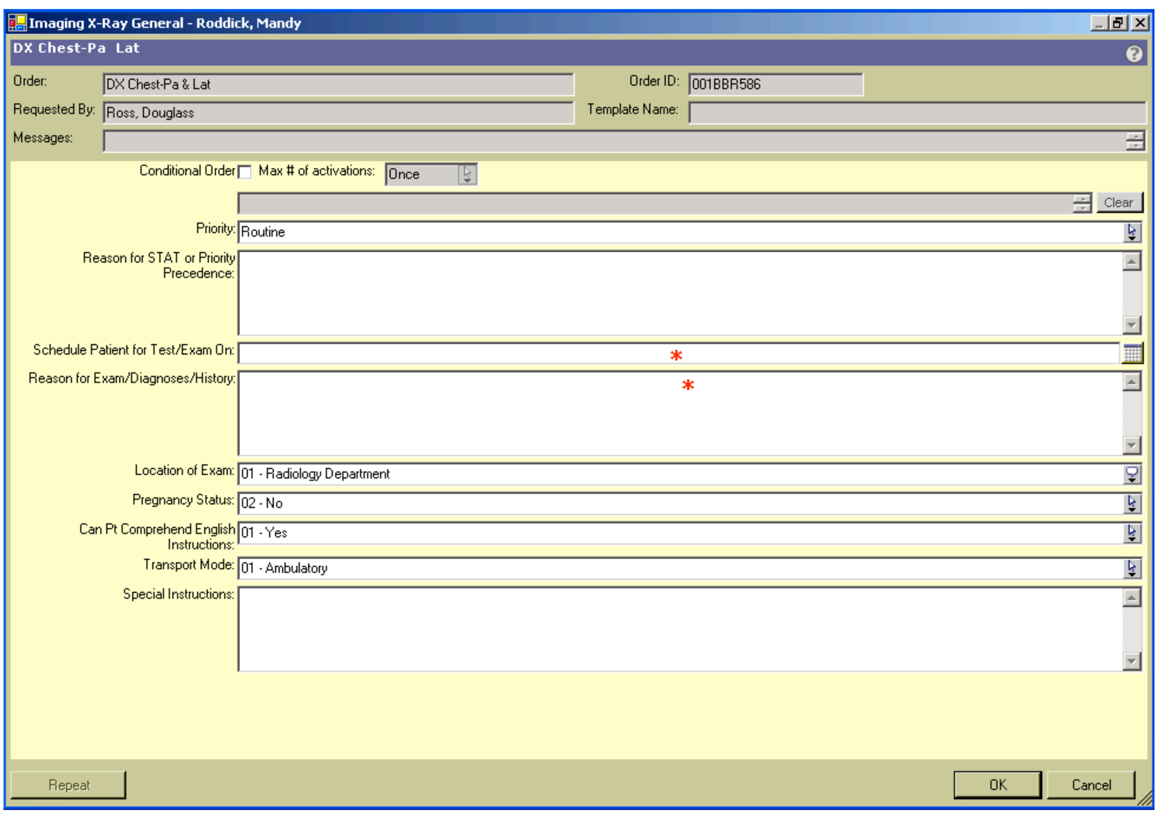
Ordering and Resulting Process

- The order is entered by Prescriber (or Agent for Prescriber) into CRIS and has a **Pending Completion of Study** status on the Orders Tab.
- The order interfaces with Radiology Information System (RIS).
- When the study is performed by the technologist in the RIS, the message is sent to CRIS and the order status is updated to **Performed**.
- The Transcriptionist types the report in the RIS and RIS sends the preliminary report to CRIS. The order status is updated to **Interim Results Received**.
- The Radiologist signs the report in RIS and the RIS sends the Final report to CRIS. The order status is updated in CRIS to **Final Results**.

The orders within the Imaging Department are grouped by service and the order names begin with the type of order, for example, NM for Nuclear Medicine, DX for X-Rays.



Screen 8.31: Imaging Sciences/Radiology Order Browse



Screen 8.32: General Radiology order form

General Radiology Order Entry Fields

1. Priority
   - Stat – defined by the department
   - Non-Stat Time Sensitive – needs to be done at a certain time (time specific) – use this priority for 'On Call' procedures. Prescribers ordering exams for MRI, Special Procedures/Interventional Radiology and Nuclear Medicine imaging should follow the directions on the test-specific order form regarding scheduling before placing an order.
   - Routine – each department defines routine
2. Reason for Stat or Priority Request
   - Enter a note in this field to explain why the test is needed ~~test~~ Stat or at a specific time.
3. Schedule Patient for Test/Exam on
   - This field is used to define the date that you want the test done.
4. Reason for Exam/Diagnosis/History
   - Use this field to enter information needed to describe the expected purpose of the study.
5. Special Instructions
   - Use the special instructions field to enter information needed to process this order.

Order and Result Status Matrix for Imaging Science			
EVENT	**SYSTEM STATUS**		
	Radiology System (RIS)	CRIS	
		ORDERS TAB	**RESULTS TAB**
Order exam in CRIS		If ordered for < 72 hours from now: "Pending Completion of Study"	None
Started and Completed Study in RIS	Start and complete	Performed	None
Transcribe report	Transcribed	Interim Results Received	Preliminary
Radiologist review and sign in RIS	Final (preliminary Report)	Final Results	Final

Order and Result Status Matrix For Imaging Sciences			
EVENT	**SYSTEM STATUS**		
	Radiology System (RIS)	CRIS	
		ORDERS TAB	**RESULTS TAB**
Cancellations or Changes to Order or Result:			
Order cancelled by Prescriber (In CRIS)-If Pending Completion of Study status		Discontinued	None
Order cancelled by Prescriber (In CRIS)-If Pending status		Cancelled	None
Result Corrected or Amended	Addendum	Corrected Result	Modified
Multiple studies dictated together	If before signature: "Transcribed" If after signature: "Final"	If before signature: "Interim results received" If after signature: "Final Results"	If before signature: "Preliminary" If after signature: "Final"
Cancelled in **RIS**		Cancelled by Performing Department	None

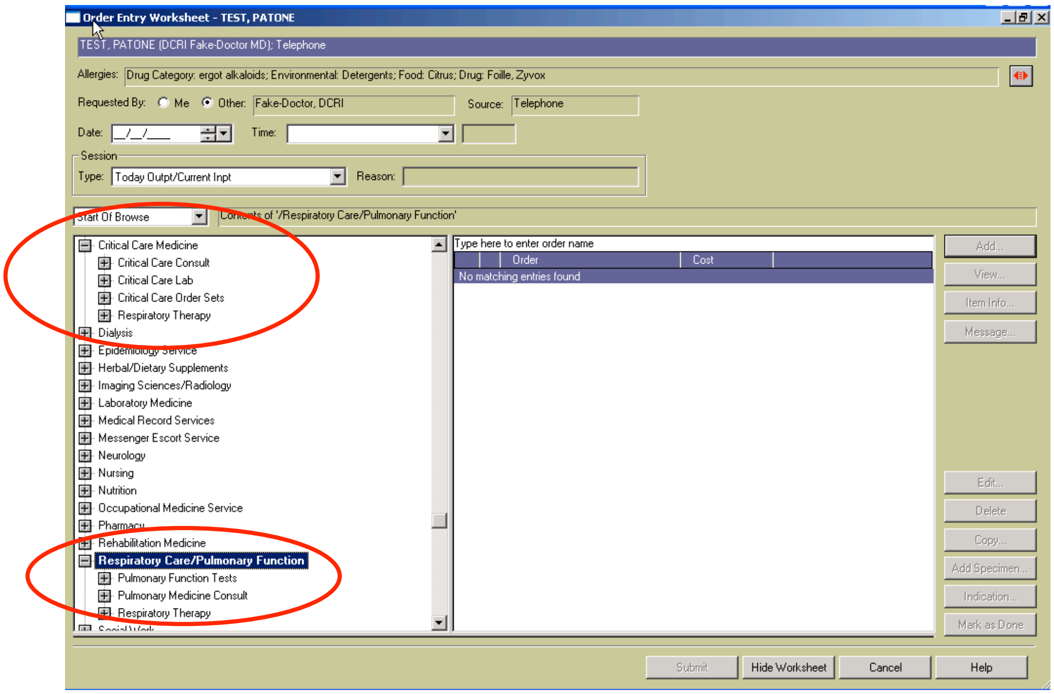
	Radiology System (RIS)	CRIS	
		ORDERS TAB	**RESULTS TAB**
Replacement Exam in RIS-When ordered		Pending Completion (for that day or next day), Pending (for 3rd day on)	None
Replacement Exam in RIS-When Started and Completed in RIS	Start and complete	Performed	None
Replacement Exam in RIS-When Transcribed in RIS	Transcribed	Interim Results Received	Preliminary
Radiologist review and sign in RIS	Final (preliminary Report)	Final Results	Final

Table 8.2: Imaging Service Result and Order Status

Respiratory Therapy

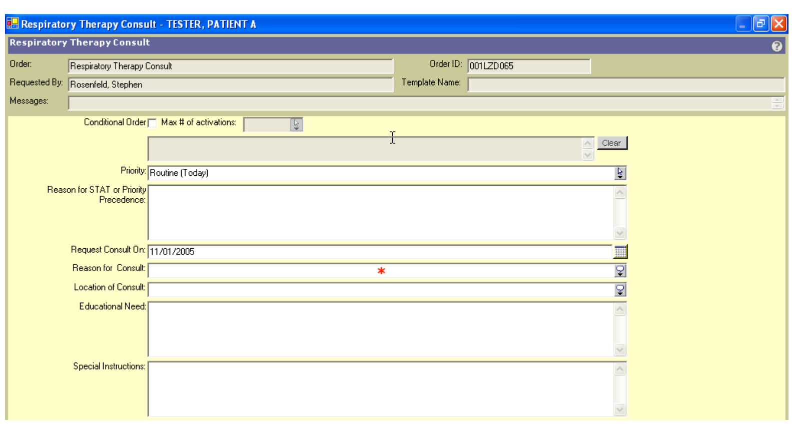
Respiratory orders can be found in two places on the order browse

- Critical Care Medicine – Respiratory Therapy
- Respiratory Care/ Pulmonary Function – Respiratory Therapy



Screen 8.33: Respiratory Therapy Orders

- Respiratory therapy treatments requiring medication administration will be documented on the Worklist Manager.
- Orders for Pentamidine and Ribavirin require an order for a Respiratory Therapy Consult to order the required negative flow room.
- To order oxygen therapy for home use when a patient is on a pass, the Prescriber should enter a Respiratory Therapy Consult order and specify requirements.



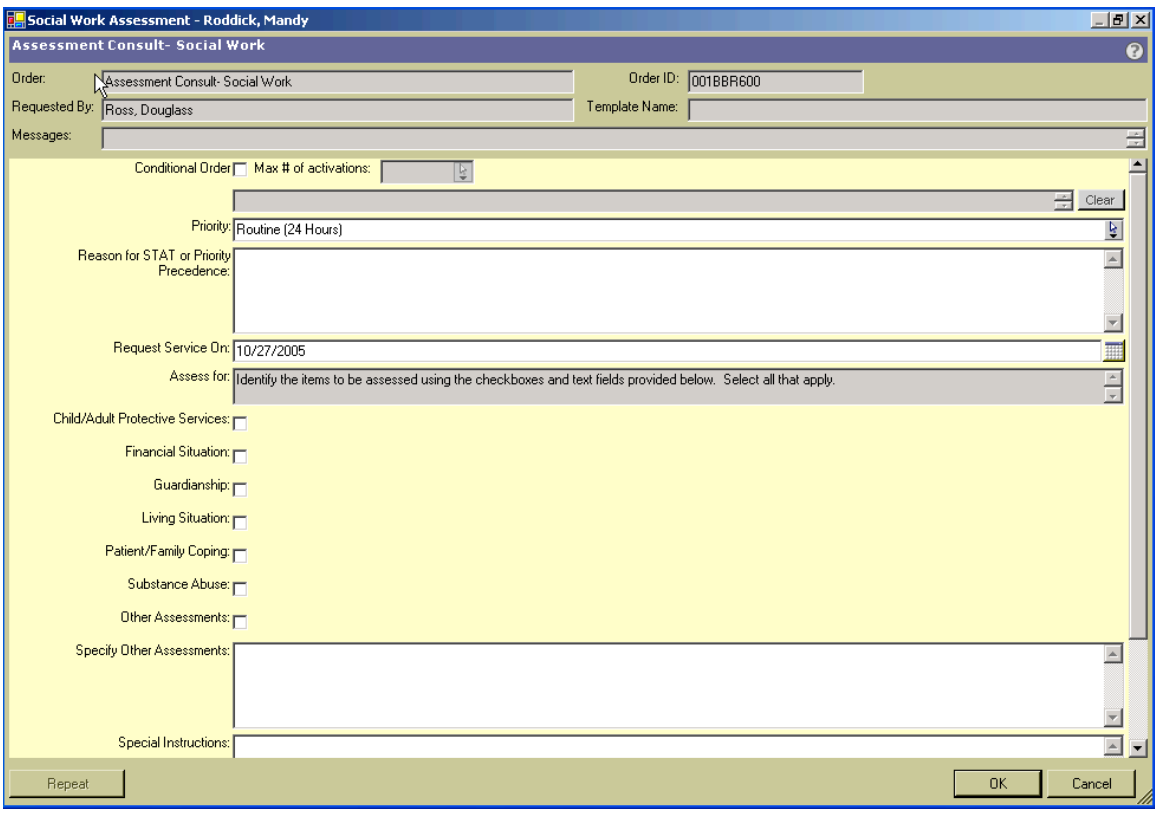
Screen 8.34: Respiratory Therapy Consult Order

Social Work

The following are the available Social Work department orders:

- Assessment Consult
- Counseling
- Discharge Planning
- Education
- Language Interpreter
- Patient Resources
- Social Work - Participation in Conference

Social workers enter their consult documentation using the Enter Document icon  and selecting such documents as Progress Note or Interdisciplinary Consult. Social work orders will be manually completed by the Social Worker once the order is carried out and documented (in Clinical Documentation).

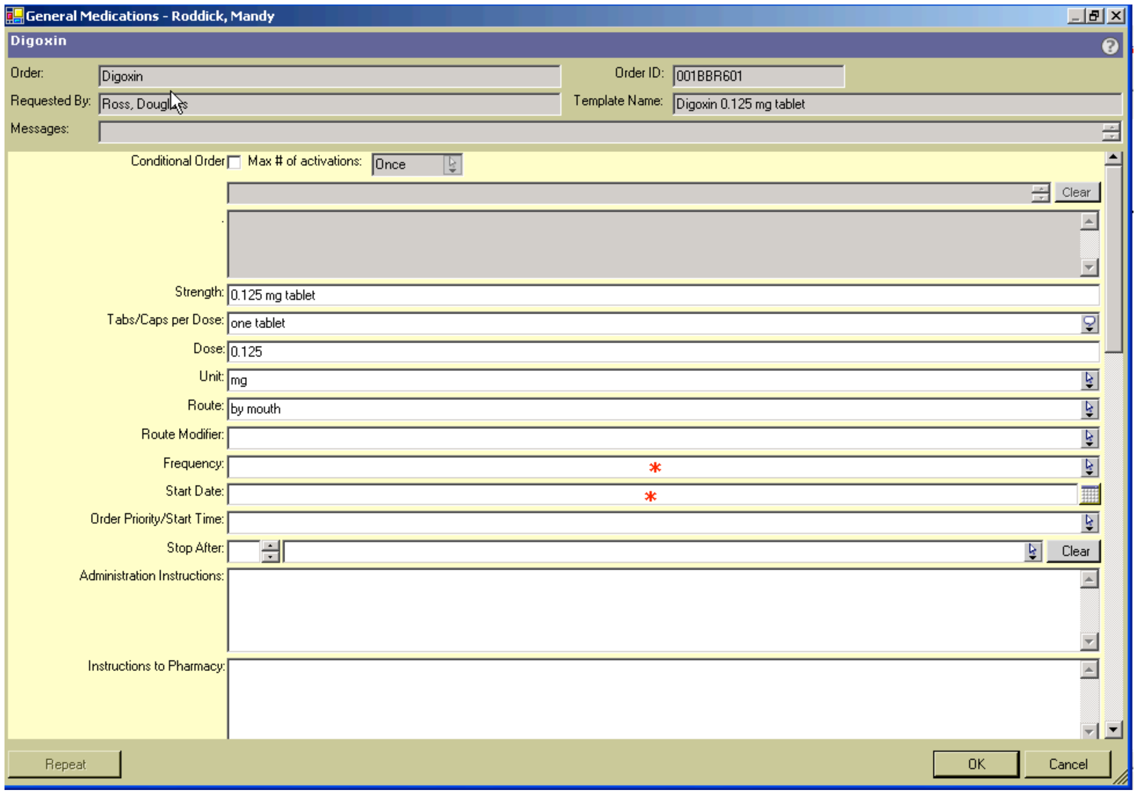


Screen 8.35: Social Work Consult Order

Medication Orders

Overview of Medication Orders

Most medications and IVs use a similar order entry form.



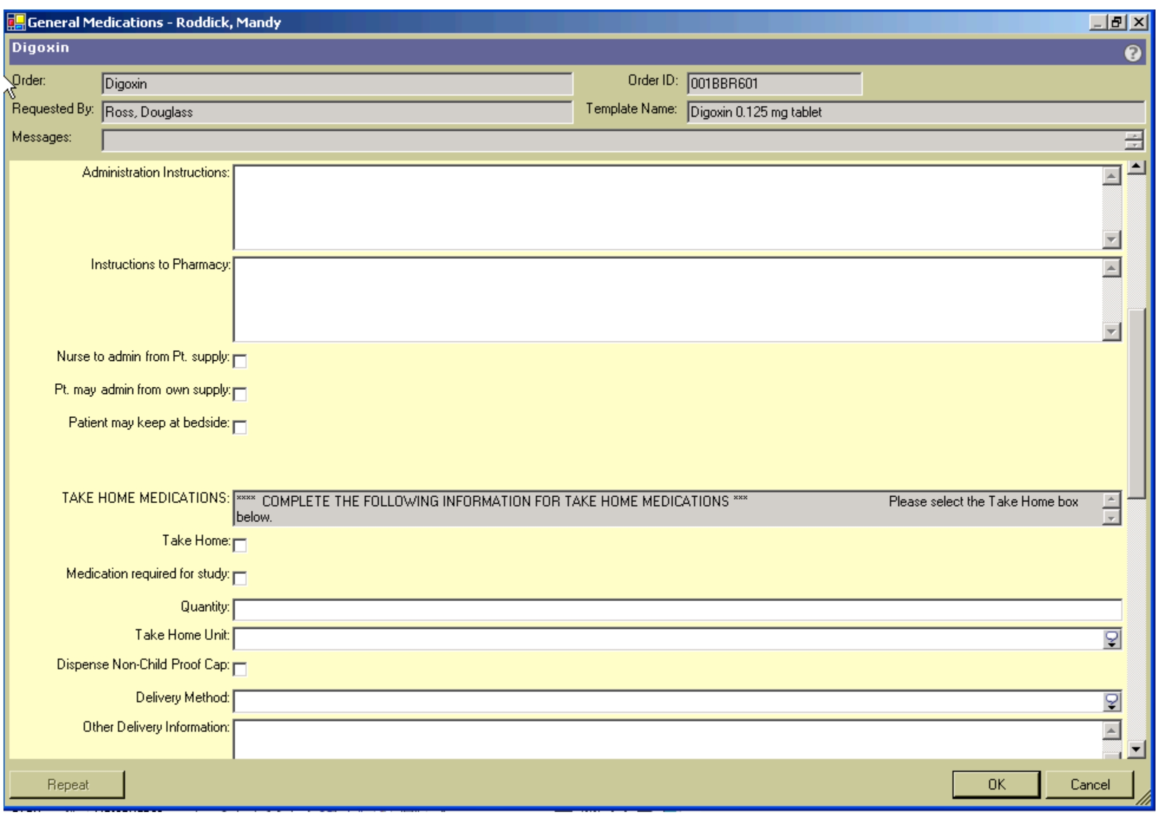
Screen 8.36: Medication Order Entry window

General Medication Order Entry Fields

1. First gray field (under the Conditional Order checkbox)
   - This field activates if the Conditional order checkbox is selected. A red asterisk displays in the field, requiring the user to enter conditional information.
2. Second gray field (under the Conditional Order checkbox)
   - This field is used to display medication information (if available).
3. Strength
   - Pre-filled, view only field
4. Dose
   - Pre-filled, can be calculated
   - Required
   - Indicates the total amount of drug administered at one dosing interval.
   - The amount in the dose field should equal the number in the **Strength** field multiplied by the number in the **Tabs/Caps Per Dose** field.

Dose = Strength x Tabs/Caps per Dose

5. Unit
   - Drop-down list of available dispensing units
   - Required
6. Tabs/Caps per Dose
   - Drop-down list of available dispensing units
   - Required
   - Indicates the number of tablets or capsules per administration.
   - The administration form (i.e. tablet or capsule) indicated in the **Strength** field needs to match the administration form identified in the **Tabs/Caps per Dose** field.
7. Route
   - Drop-down list of available dispensing units
   - Required
8. Frequency
   - Drop-down list of available dispensing intervals
   - Required
9. Start Date
   - This field is used to define the date that you want the medication started.

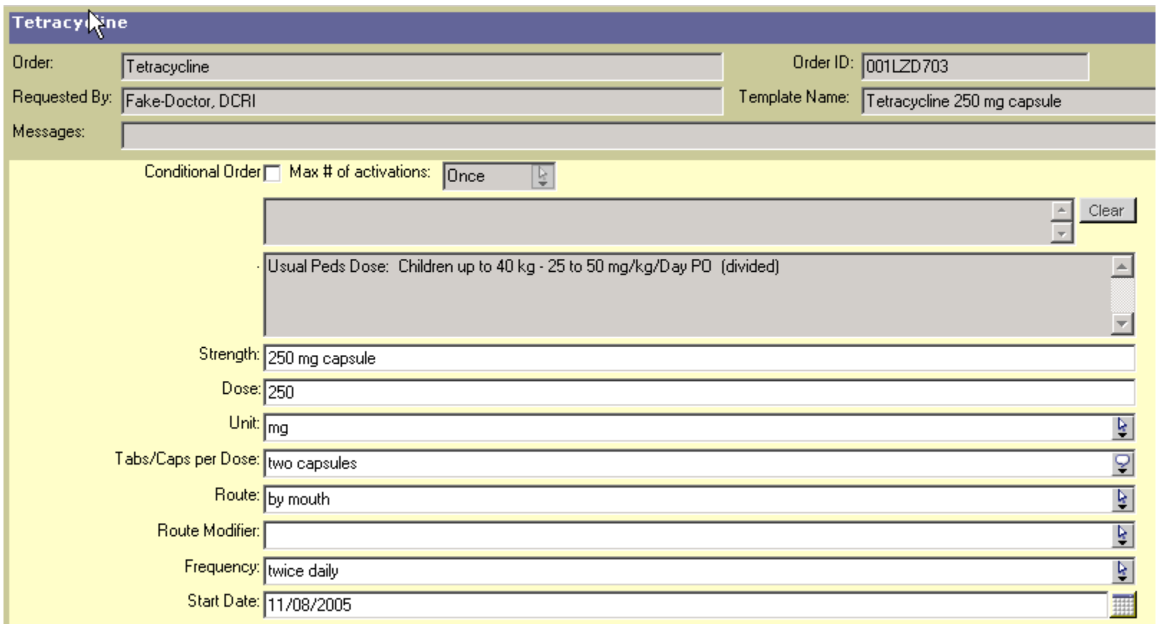


Screen 8.37: Medication order entry form continued

Additional fields include instructions for pharmacy, fields to define take home medications, prn medications and pharmacy only dispensing fields.

Example: Correctly Entered Fixed Dose Entry Form

A prescriber wants to order 500 mg of Drug X twice daily. Drug X is only available in a 250 mg strength tablet. Therefore, it will require ordering two capsules per dosing interval.



Screen 8.38: Example of a Correctly Entered Fixed Dose Entry Form

Coded Frequency Translation Table

When the medication is ordered, the frequency drives the type of schedule. The table that follows shows the translation of the frequency to a schedule.

Coded Frequency Translation Table	
Frequency	**Schedule**
Continuous	
one time dose	One time task
On Call	Schedule task manually on worklist
every hour	
after meals and at bedtime	Every 1 day at 09:00 AM 01:00 PM 06:00 PM 10:00 PM
before meals and at bedtime	Every 1 day at 07:00 AM 11:00 AM 04:00 PM 10:00 PM

Coded Frequency Translation Table	
Frequency	**Schedule**
every 12 hours	Every 1 day at 09:00 AM 09:00 PM
every 16 hours	Start when task is first administered
every 18 hours	Start when task is first administered
every 2 hours	Every 1 day at 12:00 AM 02:00 AM 04:00 AM 06:00 AM 08:00 AM 10:00 AM 12:00 PM 02:00 PM 04:00 PM 06:00 PM 08:00 PM 10:00 PM
every 24 hours	Every 1 day at 08:00 AM
every 3 hours	Every 1 day at 12:00 AM 03:00 AM 06:00 AM 09:00 AM 12:00 PM 03:00 PM 06:00 PM 09:00 PM
every 36 hours	Start when task is first administered
every 4 hours	Every 1 day at 01:00 AM 05:00 AM 09:00 AM 01:00 PM 05:00 PM 09:00 PM
every 48 hours	Start when task is first administered
every 6 hours	Every 1 day at 12:00 AM 06:00 AM 12:00 PM 06:00 PM
every 72 hours	Start when task is first administered
every 8 hours	Every 1 day at 06:00 AM 02:00 PM

Coded Frequency Translation Table	
Frequency	**Schedule**
	10:00 PM
every other day	Every 2 day at 08:00 AM
every 3, 4, 5, 6 , 7 days	Per "Start at" info in order
every 14, 21, 28, 30, 60, 90 days	Per "Start at" info in order
five times daily	Every 1 day at 06:00 AM 10:00 AM 02:00 PM 06:00 PM 10:00 PM
four times daily	Every 1 day at 08:00 AM 12:00 PM 06:00 PM 10:00 PM
four times daily after meals	Every 1 day at 09:00 AM 01:00 PM 06:00 PM 11:00 PM
four times daily before meals	Every 1 day at 07:00 AM 11:00 AM 04:00 PM 09:00 PM
four times daily with meals	Every 1 day at 08:00 AM 12:00 PM 05:00 PM 10:00 PM
once daily	Every 1 day at 08:00 AM
once daily after breakfast	Every 1 day at 09:00 AM
once daily after dinner	Every 1 day at 06:00 PM
once daily after lunch	Every 1 day at 01:00 PM
once daily at bedtime	Every 1 day at 10:00 PM
once daily before breakfast	Every 1 day at 07:00 AM
once daily before dinner	Every 1 day at 04:00 PM
once daily before lunch	Every 1 day at 11:00 AM
once daily with bedtime snack	Every 1 day at 10:00 PM
once daily with breakfast	Every 1 day at 08:00 AM
once daily with dinner	Every 1 day at 05:00 PM
once daily with lunch	Every 1 day at 12:00 PM
three times daily	Every 1 day at 08:00 AM

Coded Frequency Translation Table	
Frequency	**Schedule**
	12:00 PM 06:00 PM
three times daily after meals	Every 1 day at 09:00 AM 01:00 PM 06:00 PM
three times daily before meals	Every 1 day at 07:00 AM 11:00 AM 04:00 PM
three times daily with meals	Every 1 day at 08:00 AM 12:00 PM 05:00 PM
twice daily	Every 1 day at 08:00 AM 06:00 PM
twice daily after meals	Every 1 day at 09:00 AM 06:00 PM
twice daily before meals	Every 1 day at 07:00 AM 04:00 PM
twice daily with meals	Every 1 day at 08:00 AM 05:00 PM
2 hours after each meal	Every 1 day at 10:00 AM 02:00 PM 07:00 PM
<Event-Based>	
<QxH>	
<QxM>	
<User Schedule>	
Take at home as directed	

Table 8.3: Coded Frequency Translation Table

Take Home Medication Orders

Prescribers order take-home medications in both inpatient and outpatient settings. All take-home medications, including discharge, pass, and clinic prescriptions, are ordered under a **TAKE HOME MEDICATION** session type in CRIS. This directs the orders to the Outpatient Pharmacy for dispensing to the patient. It also allows the order to remain active across subsequent inpatient and outpatient visits, thus facilitating refills by the Clinical Center pharmacy.

- Orders for take home medications are entered as TAKE HOME. Take-home medications in CRIS require a new medical order entered under a **TAKE HOME MEDICATION** session type.
    - Orders of current inpatient medications for take home may be reordered as TAKE HOME MEDICATION Session Type using the Reorder function (available by right-clicking on an order in CRIS).
    - Orders for different medications for use at home are placed as new orders in the TAKE HOME MEDICATION session type.
    - In addition to the order being entered in the TAKE HOME MEDICATION Session Type, the **TAKE HOME checkbox** on the medication order form must be checked for the order to process properly as a TAKE HOME MEDICATION.

- Take-home medications are not displayed on the Medication Worklist used by the nurses to document medication administration.
- There are alerts warning of possible drug allergies and/or drug-drug interactions that may appear when placing medication orders.
- Prescribers, pharmacists, and nurses can view a history of all take-home medications dispensed, as well as their remaining allowable refills.
- The first dose of a take-home medication is sometimes ordered to be given by the nurse before the patient leaves the Clinical Center. This dose can be included in and documented on the Medication Worklist if ordered as a separate one-time order in the Today Outpt/Current Inpt Session Type.

Screen 8.39: Take Home Medication Icon

Take Home Medication Order Process

- The Prescriber enters orders for take-home medications under the **Take Home Medication** session type.
- The Prescriber marks the Take Home checkbox on the individual medication order form.
- The Prescriber submits the order.
- The order Status displays as active.
- Only Class II prescriptions print at the patient location.
- The pharmacist prepares the medication, documents the medication to be dispensed, including the amount (e.g., 1 month supply) to be dispensed and allowable future refills and dispenses the medication as indicated in the order.

Add an Additive to an IV Solution Order

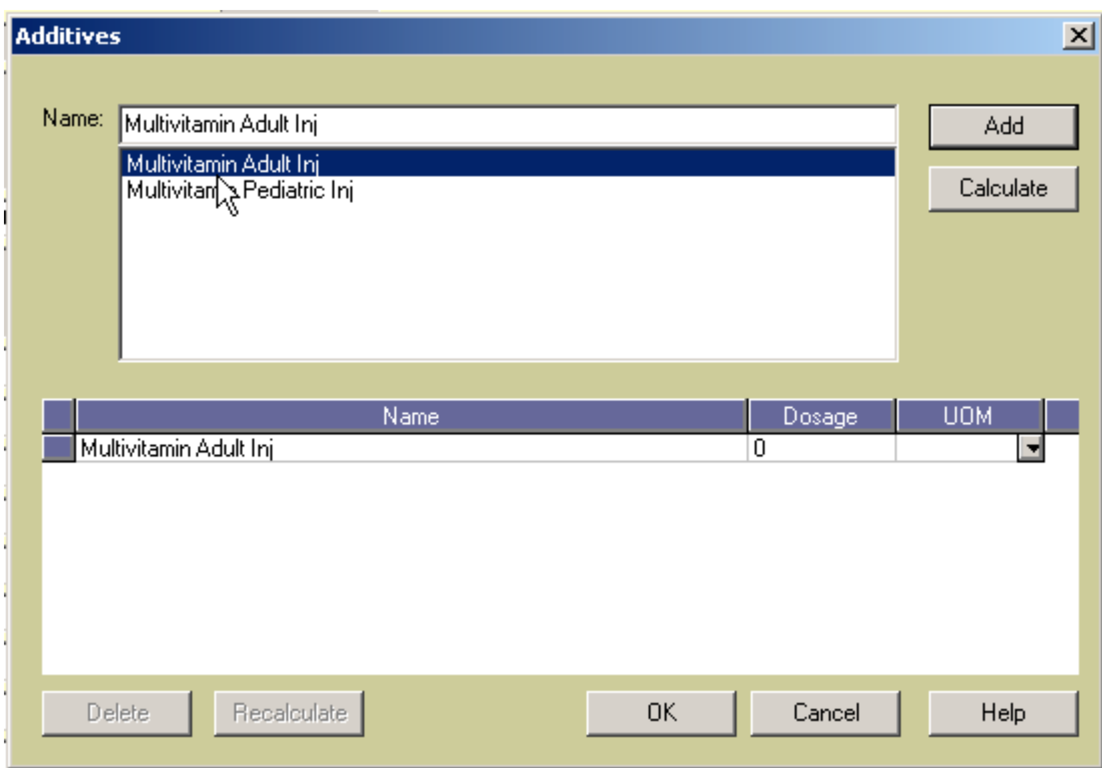
The **Additives** dialog box allows you to enter one or more additives for an IV solution order. If the **Additive** button does not appear on the order form, you cannot add an additive to that order.

To add additives to an IV solution

1. Open the **Order Entry Worksheet**.
2. From the **Order Browse** or **Manual Entry**, choose an IV solution order.
3. Click **Add**. The order form for the solution opens.
4. To the right of the **IV Additives** field, click the **curved right arrow icon**.

Screen 8.40: IV Additives Icon

The **Additive** dialog box opens.



Screen 8.41: IV Additive window

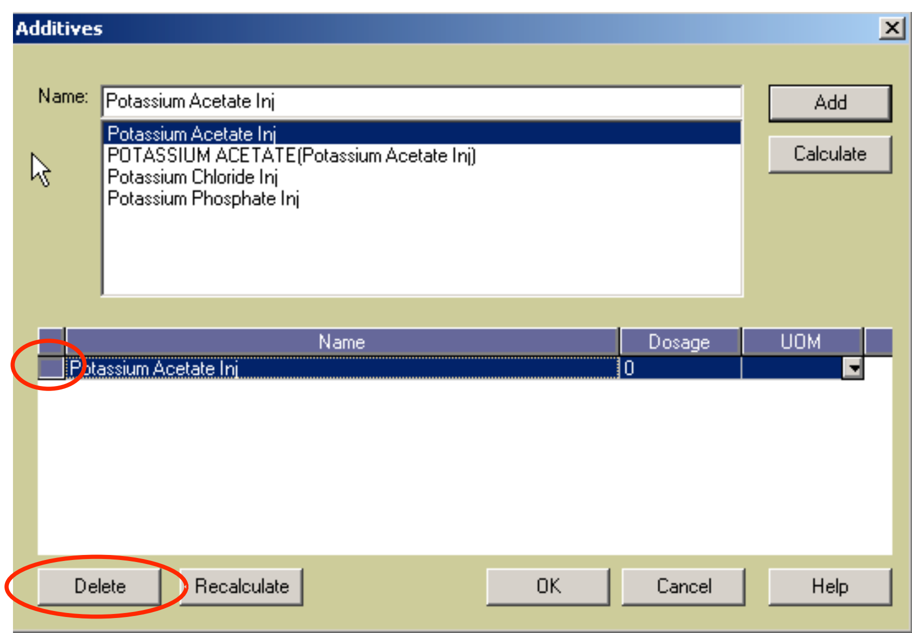
5. In the **Name** field, enter the first few characters of an additive name and pause. The additives that start with the characters you typed display in the **Additive** list.
6. Select the additive you want from the list and click **Add**.
7. In the **Additives** grid, for each additive, enter a dosage in the **Dosage** cell and select a unit of measurement from the **UOM** cell.
8. Repeat steps 5 through 7 to add all additives as appropriate.
9. Click **OK**. The additives are checked and a message displays if no dose has been specified for any of the additives. You return to the order form.
10. Click **OK** to add the order to the **Order Summary** window of the **Order Entry Worksheet**.

Delete an Additive from an Order

You can delete an additive from an order before you submit the order. After an order has been submitted, you cannot delete it or any additives associated with it, but you can cancel the order.

To remove an additive from an IV order (before it is submitted)

1. Do one of the following
    a. If you have the order form displayed, go to step 2.
    b. If you have added the order to the **Order Summary** window of the **Order Entry Worksheet**, select the order and click **Edit**.
2. Click the **Additive** button next to the **Additives** field. The **Additives** dialog box opens.
3. Click the button to the left of the additive you want to delete.

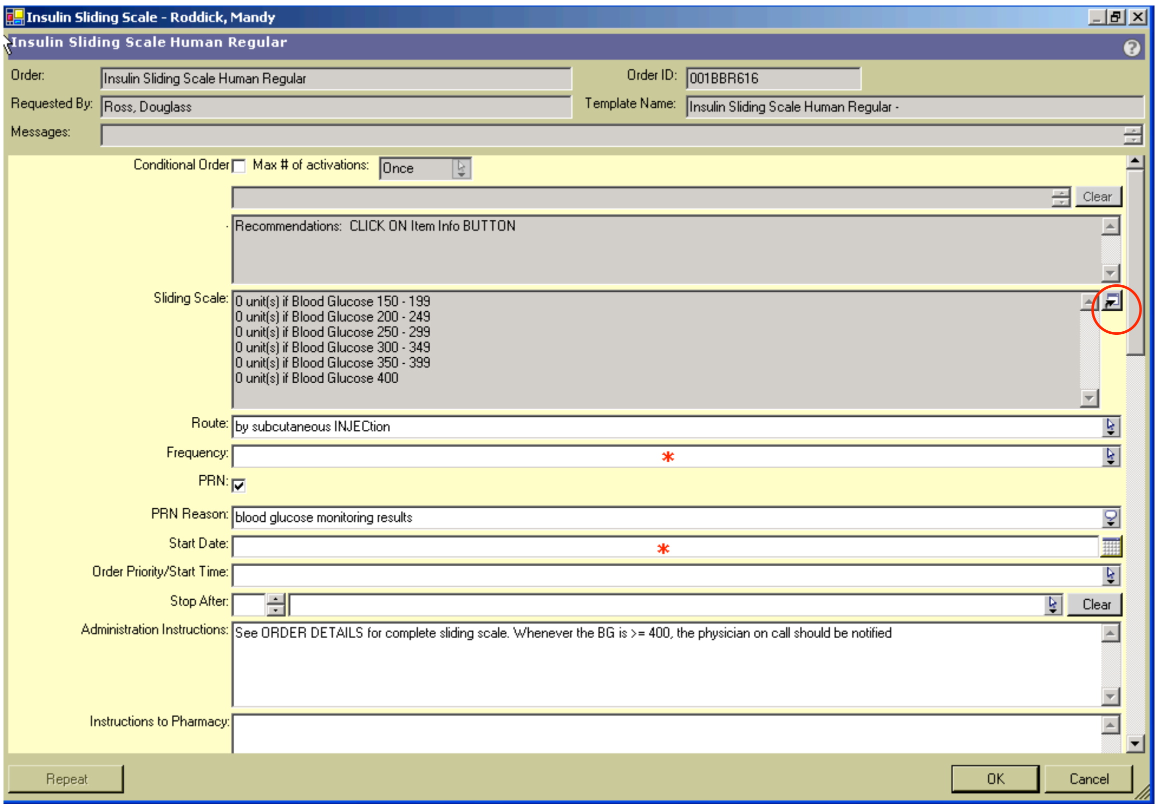


Screen 8.42: IV Additive window

4. Click **Delete**.
5. Click **OK.** You return to the order form.

Enter a Variable-Dose Medication Order

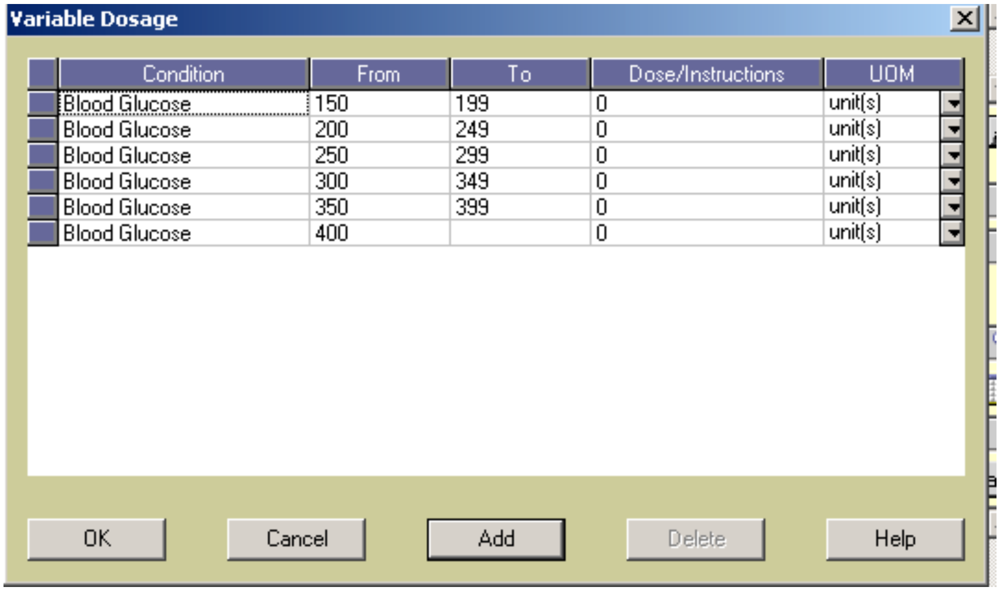
When entering an order, you can specify variable doses that are titrated based on changing laboratory parameters. For example, you can specify a sliding scale insulin order based on glucometer readings/serum glucose levels, or a variable heparin dosage based on PTT results.



Screen 8.43: Variable Dose Icon

To enter a variable-dose order

1. In the **Order Browse**, select a medication order and click **Add**.
    a. If the order is not pre-filled, the order form for the order opens.
    b. If the order is pre-filled, it is added directly to the **Order Summary** window. Select the order and click **Edit** to open the order form.
2. Click the variable dose icon , the right-curved arrow icon to the right of the large gray box, in the example above this box contains the dosage template. The **Variable Dosage** dialog box opens.



Screen 8.44: Variable Dose Window

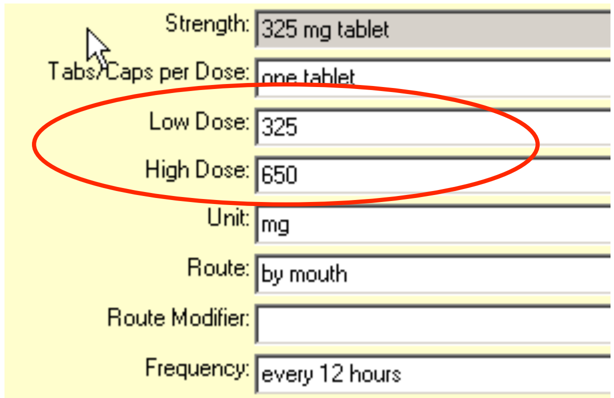
3. In the **Condition** field, enter the condition.
4. In the **From** field, enter the low value of the lab test.
5. If desired, in the **To** field, enter the high value of the lab test.
6. In the **Dose/Instructions** field, enter the desired information.
7. In the **UOM** field, select the appropriate units of measurement.
8. To add another condition, click **Add** and perform steps 3 through 7. Enter as many conditions, ranges, and doses as apply.
9. To remove a condition, select the condition and click **Delete**.
10. Click **OK**. The **Variable Dosage** dialog box closes and the conditions, ranges, and doses are listed in the **Variable Dose** field on the order form.

Important Tips

- If a variable dose range is ordered, such as "one to two tablets", both the **Low Dose** and **High Dose** fields must be completed.
- The **Tabs/Caps per Dose** field must indicate a dose range, such as "two to three capsules", when ordering a variable dose range.

Example: Correctly Entered Variable Dosing Entry Form

A prescriber wants an order range of 325 to 650 mg of Drug X every 12 hours. Both the Low Dose and High Dose fields need to be filled out when ordering a dose range.



Screen 8.45: Example of a Correctly Entered Variable Dosing Entry Form

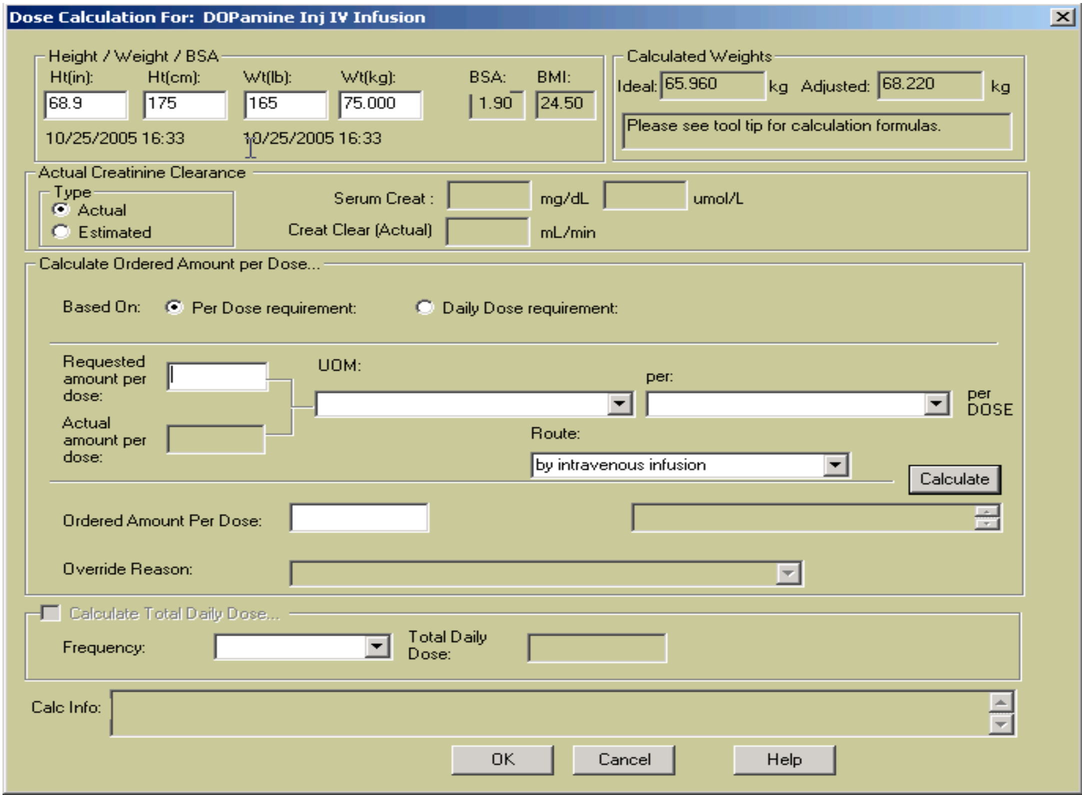
Calculate a Dosage for a Medication Order

When an order form includes the **Calculated Dose** and **Calc Info** fields, you can use an online calculator to determine the correct dose for a medication order. You can calculate a dose based on the per dose requirement or the daily dose requirement. You click the right-curved arrow icon next to the **Dose** field to open the **Dose Calculation** dialog box. Alternatively, you can directly enter the desired dose and bypass the Dose Calculation dialog box.

Screen 8.46: Dose Calculation Icon

The patient's height, weight, and body surface area are used to calculate the dose. If the height and weight haven't been entered, the **Height/Weight** dialog box displays automatically when you click the equal sign to open the **Dose Calculation** dialog box.

Once you have calculated a dose, you can recalculate it directly from the order form.



Screen 8.47: Dose Calculation Dialog box

How to Calculate a Dose Based on the Per Dose Requirement

1. On the order form, click the right-curved arrow icon next to the **Calculated Dose** field.
2. The **Dose Calculation** dialog box opens. If the height and weight have not been entered for the patient, the **Height/Weight** dialog box opens. After you enter the height and weight and click **OK**, the **Dose Calculation** dialog box re-displays.
3. Review the patient's height, weight, and body surface area. You can change the values in the **Height/Weight** dialog box, if desired.
4. If it is not already selected, click **Per dose requirement**.
5. Enter the requested amount of the medication in the **Requested amount per dose** field.
6. From the **UOM** drop-down list, select a unit of measure.
7. From the **per** drop-down list, select **kg** or **m2** (square meters), or other option.
8. Do one of the following
    a. Click **Calculate** OR
    b. Press **Tab**
9. The dose is calculated and displayed in bold text in the **Ordered Amount Per Dose** field.

10. Optionally, select a **Frequency** from the drop-down list and check the **Calculate total daily dose** check box. The total daily dose is displayed. **Note:** You can override the calculated dose, if desired.
11. Click **OK**. The fields in the order form are updated to display the calculated dose. The **Calc Info** field displays the formula that was used to calculate the dose.

How to Calculate a Dose Based on the Daily Dose Requirement

1. On the order form, click the right-curved arrow icon  next to the **Dose** field.
2. The **Dose Calculation** dialog box opens. If the height and weight have not been entered for the patient, enter the **Height/Weight** in the labeled blank fields.
3. If the patient's height and weight are present, review the patient's height, weight, and body surface area. Click **Modify** to change the values in the **Height/Weight** dialog box, if desired.
4. Click **Daily dose requirement**.
5. Enter the requested amount of the medication in the **Requested Daily Amount** field.
6. From the **UOM** drop-down list, select a unit of measure.
7. From the **Per** drop-down list, select **kg** or **m2** (square meters), or other option.
8. Select a **Frequency** from the drop-down list.
9. Do one of the following
    a. Click **Calculate** OR
    b. Press Tab
10. The dose is calculated and displayed in bold text in the **Ordered Amount Per Dose** field. **Note:** You can override the calculated dose, if desired.
11. Click **OK**. The fields in the order form are updated to display the calculated dose. The **Calc Info** field displays the formula that was used to calculate the dose.

Change a Calculated Dose

After a dose has been calculated, you can change it in the **Dose Calculation** dialog box or from the order form. You must enter the reason you are changing the dose in the **Override Reason** field. You can choose a predefined reason, or enter free text. Remember that it is possible to directly enter a desired dose to the main order form, and not use the calculation features at all.

To change a calculated dose from the Dose Calculation dialog box:

1. In the **Ordered Amount Per Dose** field, enter the desired dose.
2. The **Override Reason** field becomes active.
3. Enter an override reason or select a reason from the drop-down list.
4. Click **OK**.

To change a calculated dose from the order form:

1. Enter the desired dose in the **Dose** field and press Tab to move to the next field.
2. The **Dose Calculation** dialog box opens, with the **Override Reason** field active.
3. Enter an override reason, or select a reason from the drop-down list.
4. Click **OK**.

Change Patient's Height/Weight for a Calculated Dose

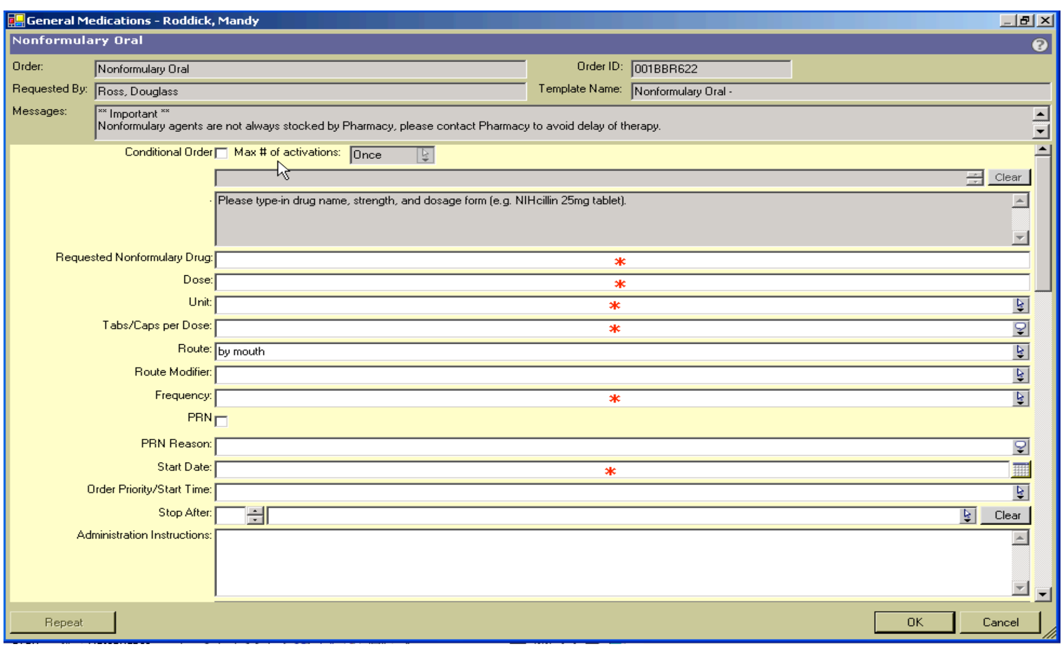
If you change the patient's height and weight in the order form after a dose has been calculated, the **Calculated Dose** field is automatically updated when you enter a new value in the **Height** or **Weight** fields and press Tab to move to the next field.

Non-Formulary Medications

You can order non-formulary medications if needed. A number of orders are available via manual entry, which all start with **Nonformulary**. Select the appropriate type of nonformulary product, such as **Nonformulary Inj**, **Nonformulary Oral**, etc. Enter all the appropriate information including the medication name and dose, as well as any specific instructions needed. The drug name, strength, and dosage form should be included in the **Requested Nonformulary Drug** field.

To access the **Nonformulary** order forms

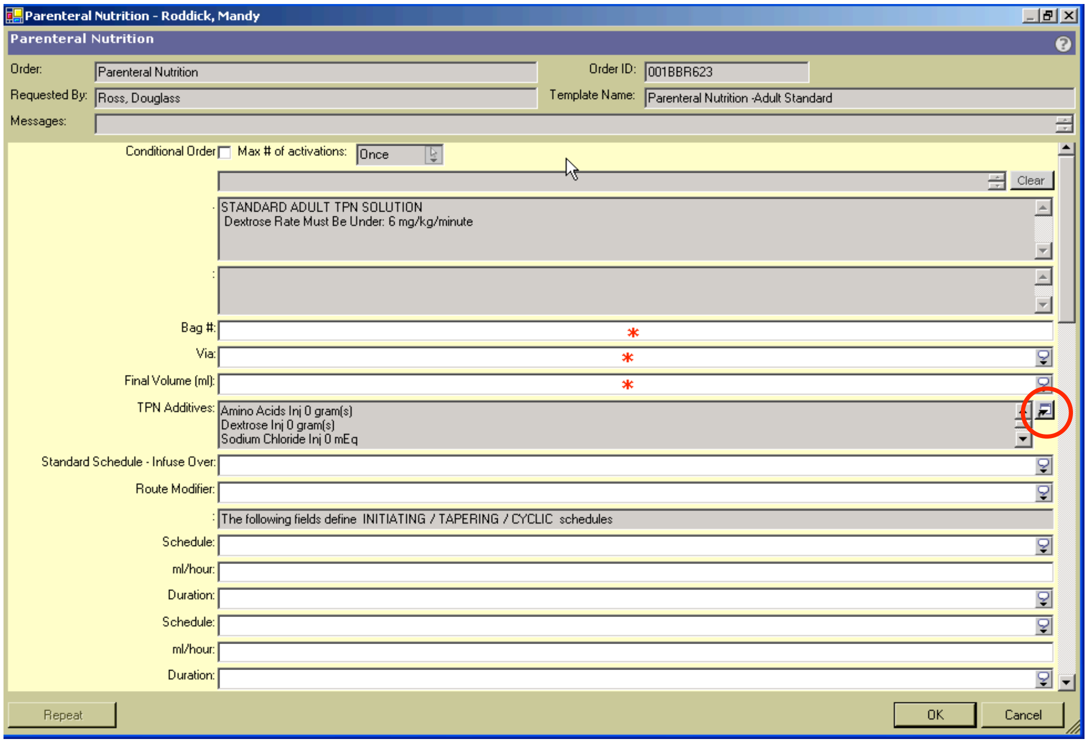
1. Type **Nonformulary** in the manual browse on the order entry worksheet.
2. Select the appropriate order form.



Screen 8.48: Nonformulary Oral Medication Order Form

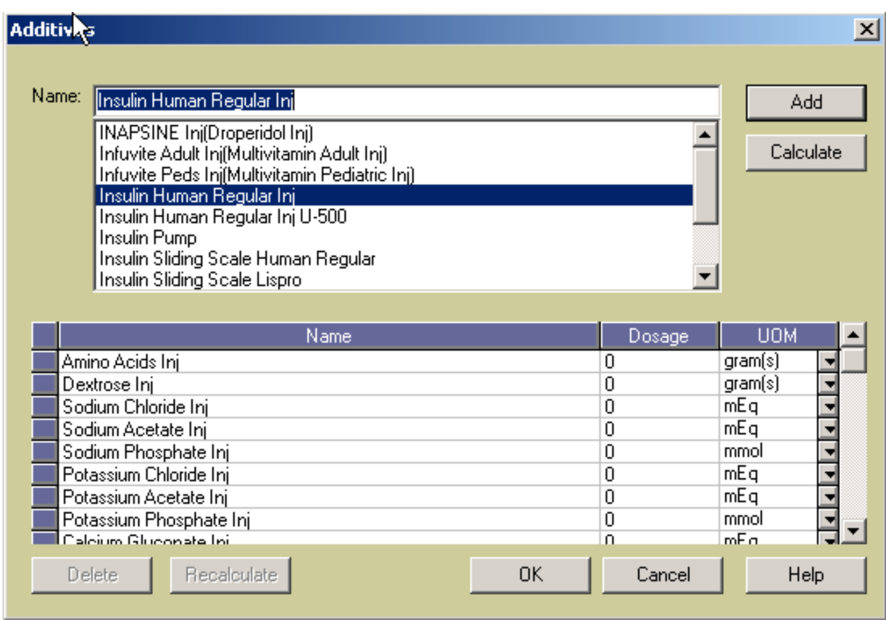
TPN

TPN orders have some fields pre-filled. Additive amounts, however, must be entered before submitting these orders.



Screen 8.49: TPN Order Entry Form

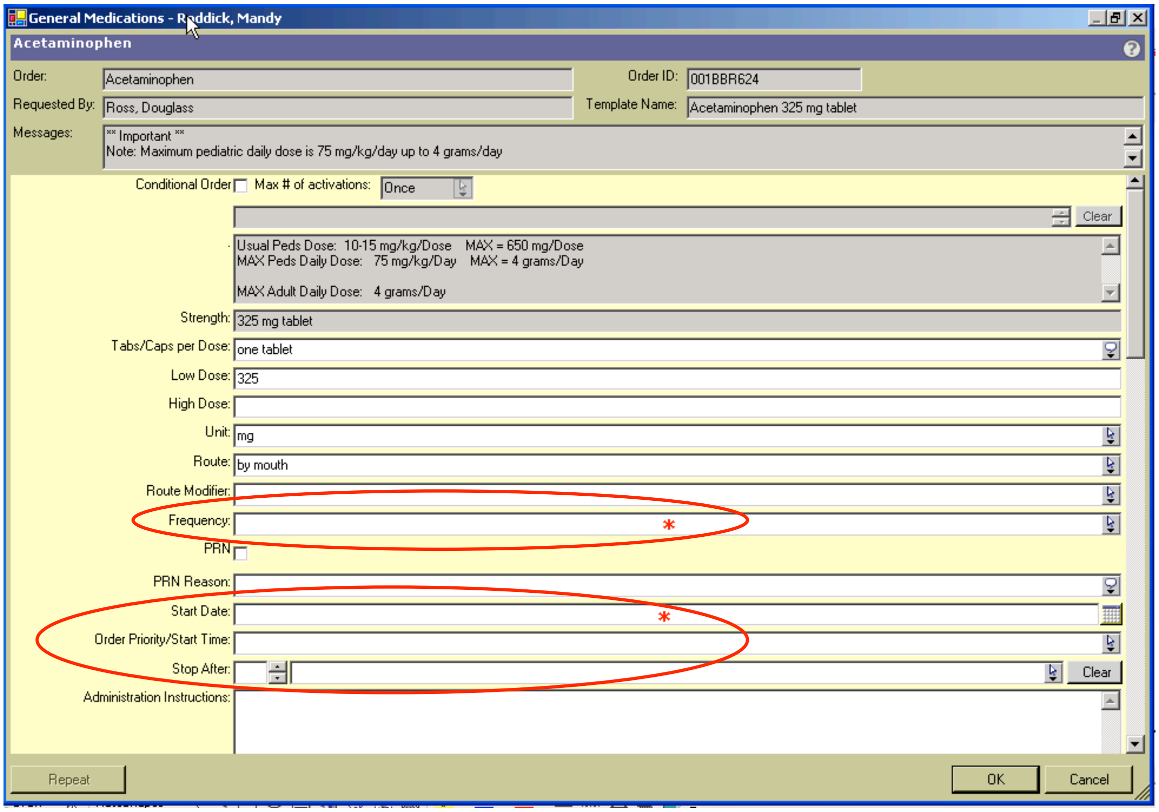
To add the additives amounts, click the right-curved arrow icon next to the TPN Additives field.



Screen 8.50: Additives Dialog box

Scheduled Meds

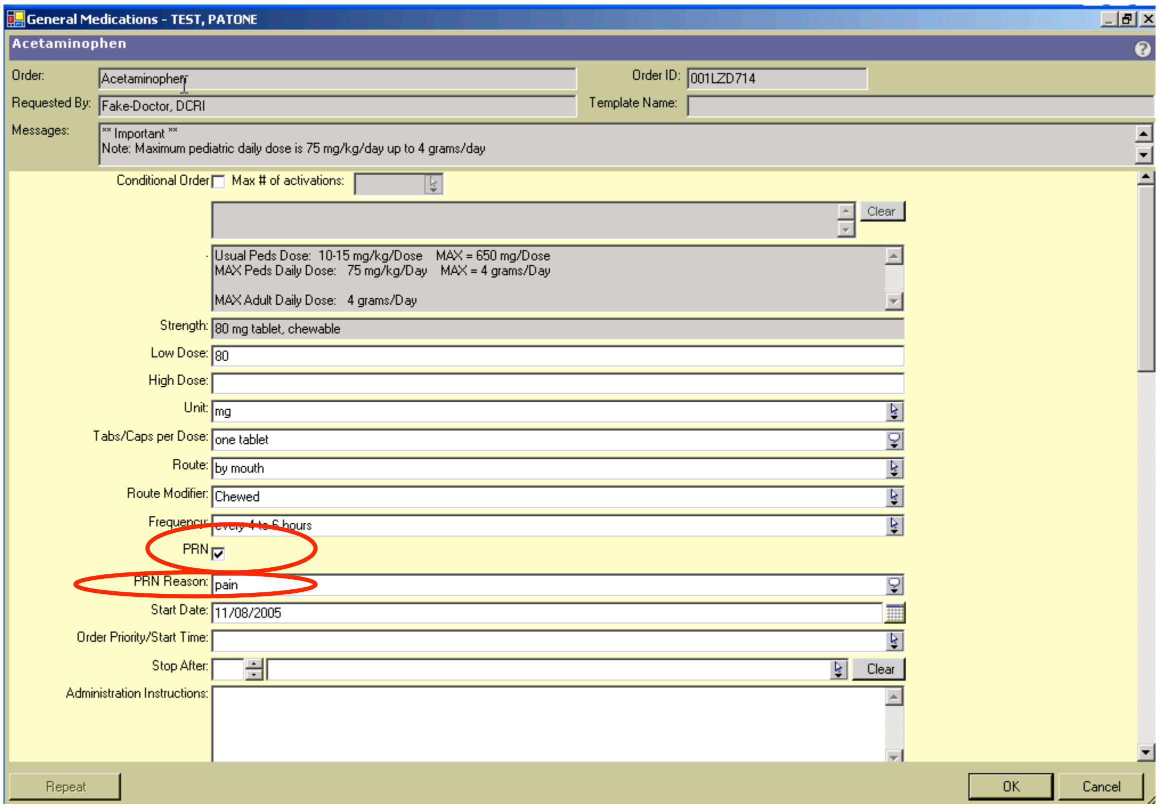
Medications display on the Worklist Manager based on the start date, stop date and frequency fields. Completing these fields is necessary to correctly administer these medications.



Screen 8.51: Scheduled Medication Order Entry Form

PRN Medications

Medications display on the Worklist Manager as PRN only if the PRN checkbox is checked. In addition, completing the PRN Reason field will instruct the nurses when they can administer the medication.

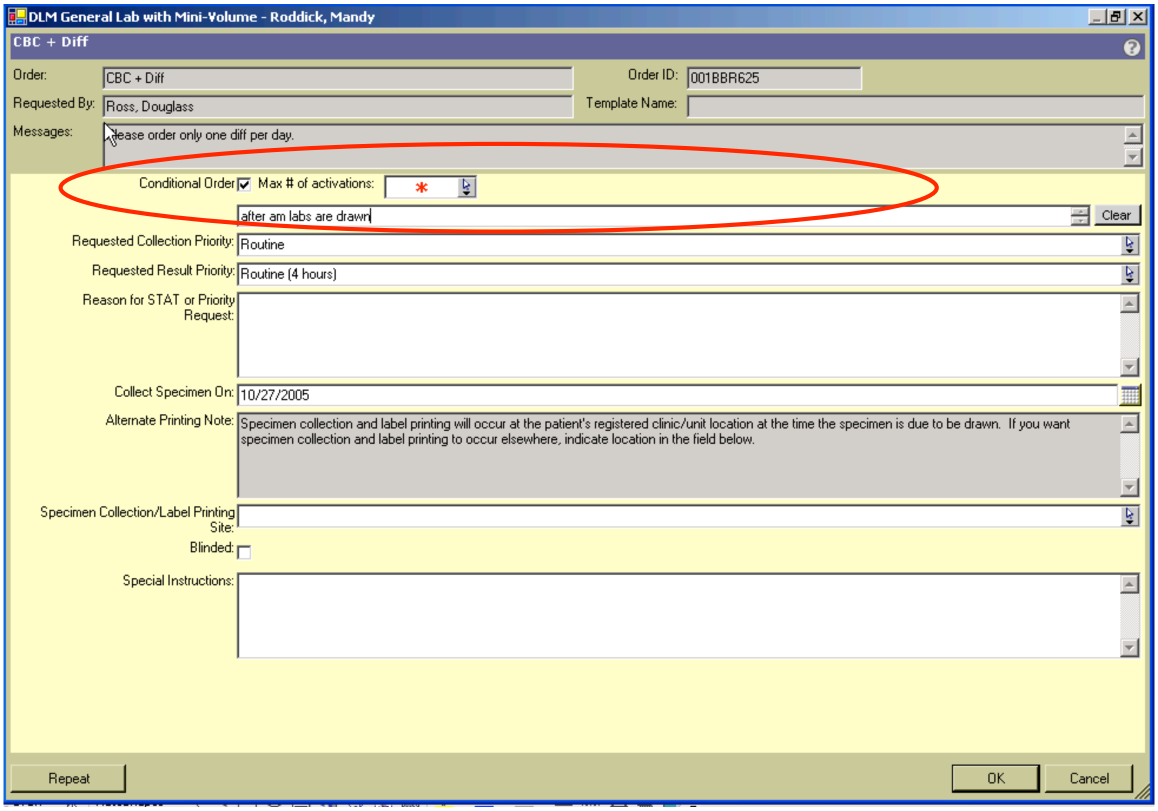


Screen 8.52: PRN Medication Order Entry form

Special Orders

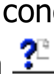
Conditional Orders

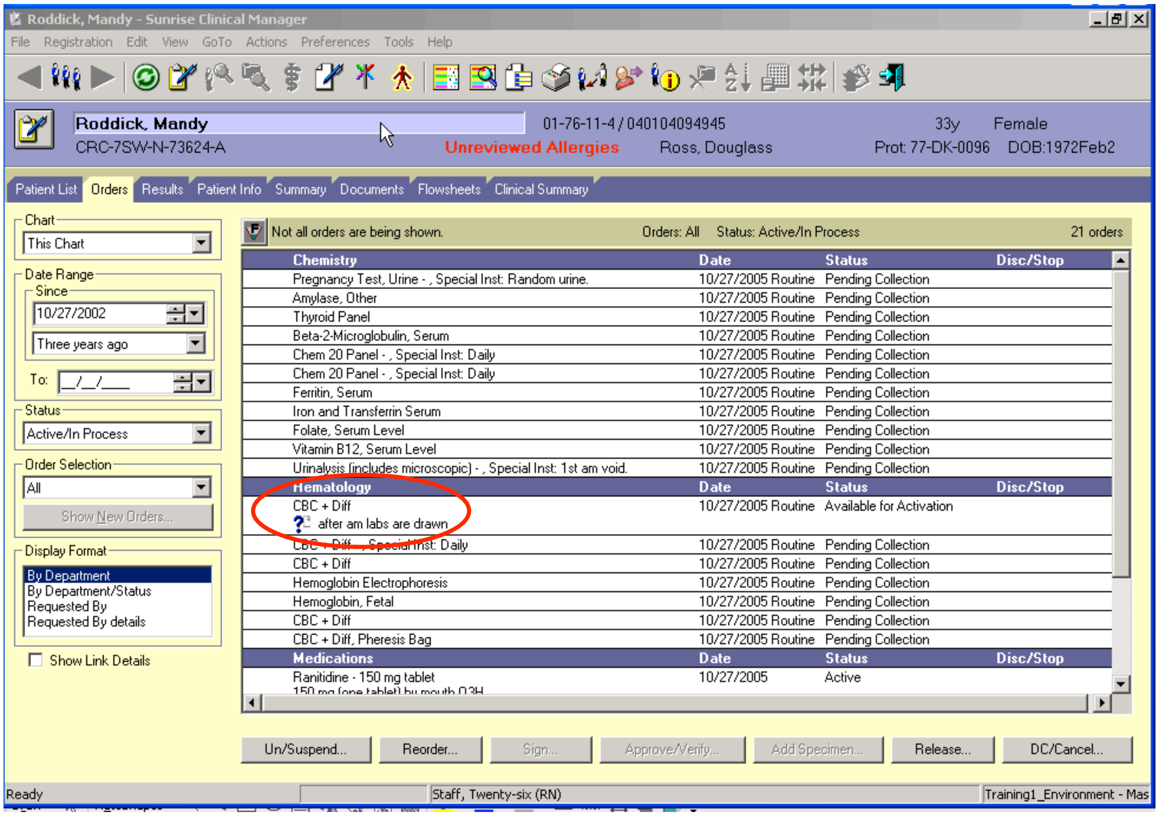
A conditional order is one that is activated when certain conditions are met. Clicking the **Conditional Order checkbox** activates the **Max # of activations** field, letting you enter the number of times the order can be activated.



Screen 8.53: Conditional Order fields

The Conditional order functionality allows a Prescriber to write and enter a "conditional" medical order for future activation, based on specific requirements contained within the original order, e.g., CBC 2 hours after a red blood cell infusion is completed. Using this functionality, the Prescriber would enter an order for future execution and place the order in a special conditional status.

Conditional orders are displayed with a question mark icon  to visually identify their conditional status. Conditional orders should not be used with medications. Medications orders (to be administered under specified conditions) should be ordered as **prn** orders with a schedule.



Screen 8.54: Conditional Order icon

The conditional order can then be activated by another Prescriber, or by a member of the Affiliate Medical Staff (considering their professional licensure, scope of practice, condition of the patient, and compliance with the conditions for execution set in the original conditional order). Most conditional orders are activated-manually via the **Orders** Tab, by right-clicking on the order and selecting Activate. For those conditional orders that display on the Worklist Manager, activation occurs via the Worklist Manager by right-clicking on the order and selecting Activate. Activation cannot automatically be done by the system itself (e.g., automatically activate order when the patient returns for next outpatient visit).

How to Enter a Conditional Order

1. In the **Order Browse** of the **Order Entry Worksheet**, select an order that has an **Order Form** icon next to it, or select an order in the **Order Summary** window and click **Add**. The order form opens.
2. Check the **Conditional Order** check box. The **Max # of Activations** box is activated.
3. Click the drop-down menu for the **Max # of Activations** field and select an option.
4. In the unlabelled box with a red asterisk below the **Conditional Order checkbox**, type the condition for the order.

How to Activate a Conditional Lab Order

1. From the Orders tab, right-click on the order.
2. Select **Activate**.
3. The Order Entry form displays.
4. Review the information making changes if necessary and click **OK**.
5. Click **Submit**.
6. The order status on the Orders Tab screen displays **Pending Collection**.

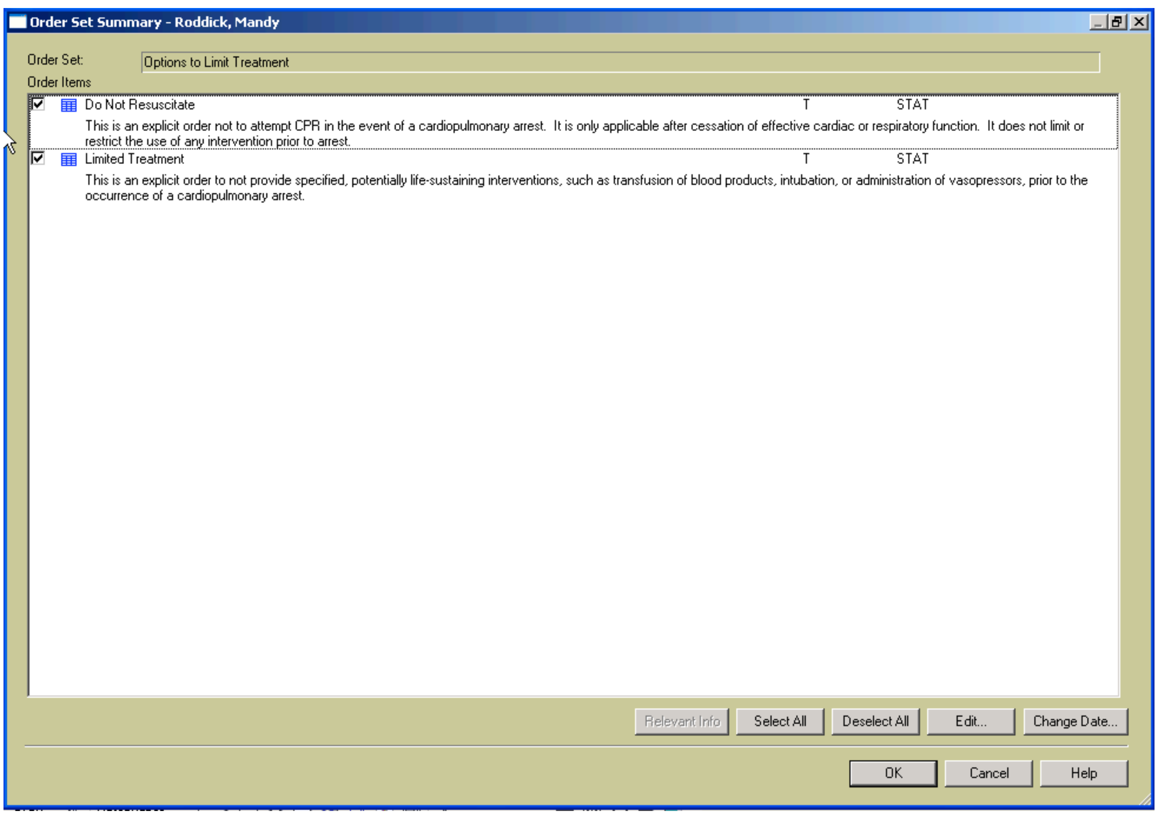
How to Activate Medication or ADT Orders

To activate a Medication, Pass or Discharge Order you must do so from the Worklist Manager. See Chapter 13 Worklist Manager for details.

DNR and Code Orders

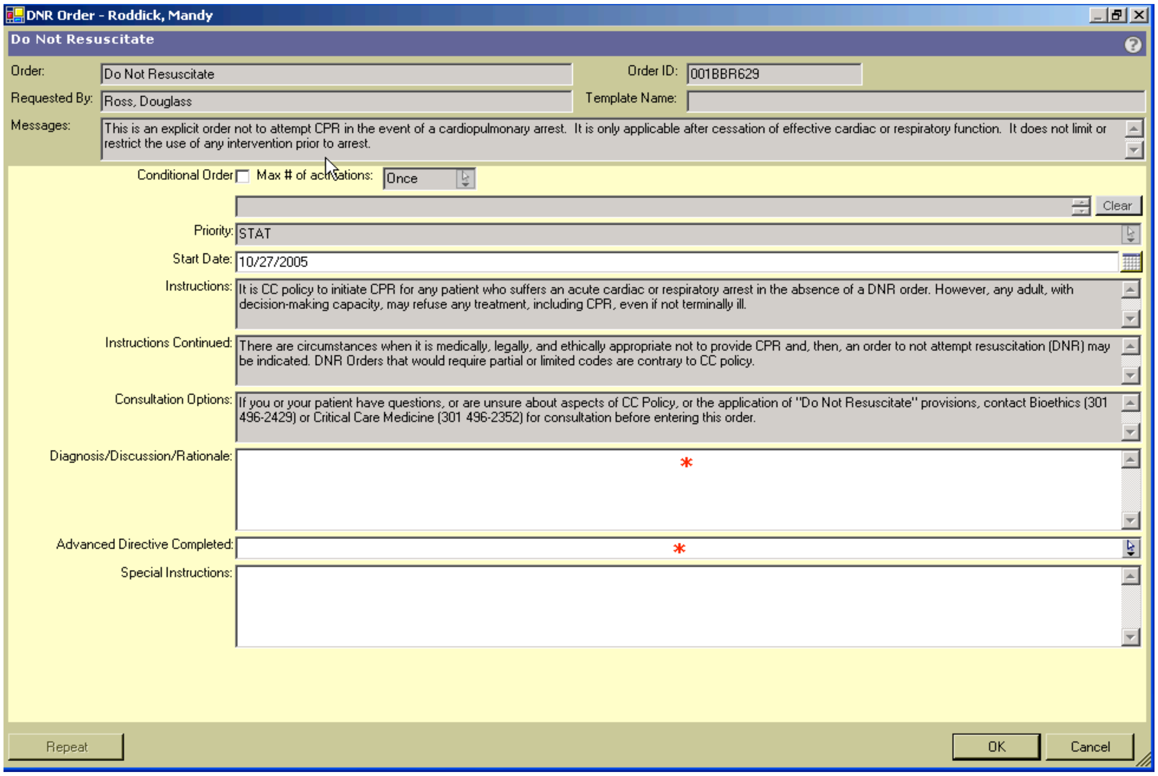
DNR orders are entered as an order set called Options to Limited Treatment. There are two orders in this order set

- Do Not Resuscitate
- Limited Treatment

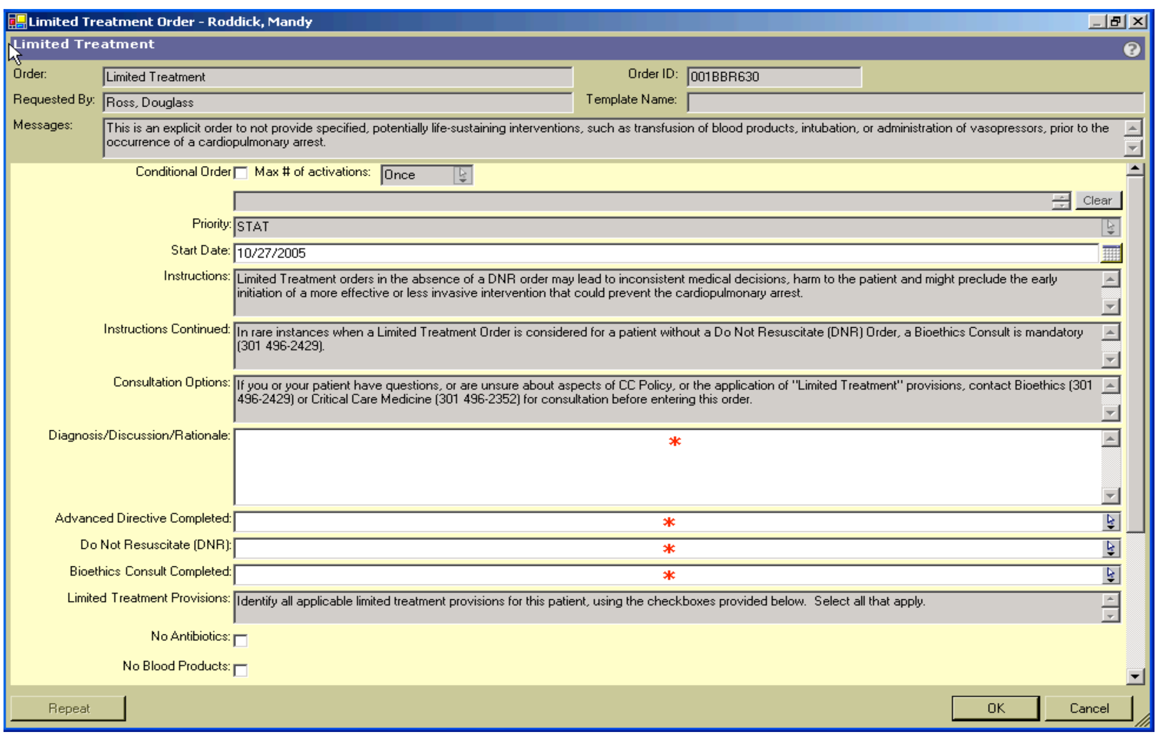


Screen 8.55: Options to Limit Treatment Order Set

These should both be completed for any patients that require this level of care. Code status will continue to be documented on paper in the progress notes.



Screen 8.56: DNR Order Form

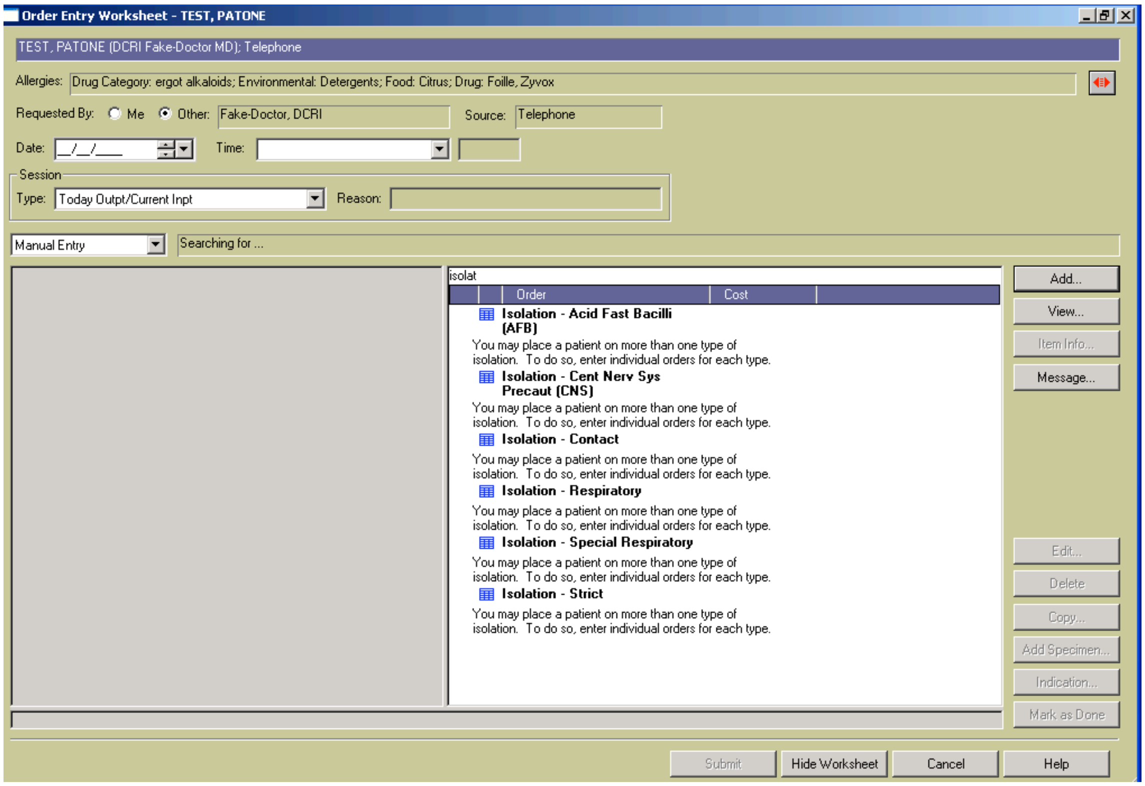


Screen 8.57: Limited Treatment Order Form

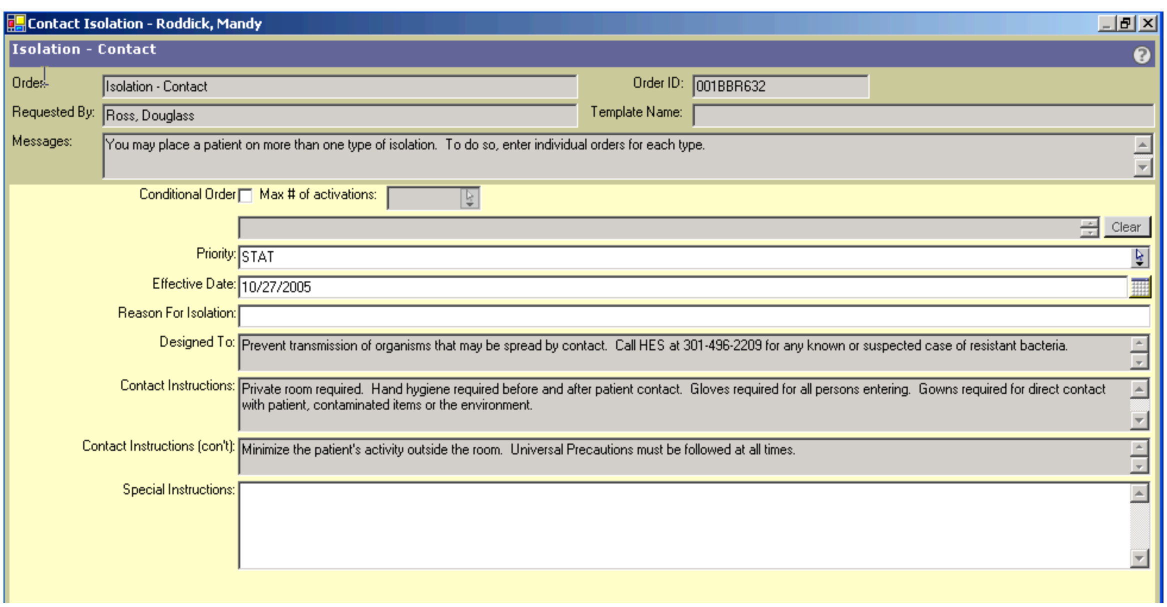
NOTE: *Refer to* ***Medical Administrative Series Policy #M91-7 Do Not Resuscitate (DNR) Orders and Limited Treatment Orders*** *for more information*.

Isolation Orders

- Isolation orders are entered by a Prescriber, Epidemiology Service staff member, or a nurse (acting as an "agent for"). There are separate orders for each type of isolation.



Screen 8.58: Isolation orders



Screen 8.59: Isolation order form example

- Each order includes specific fields to enter details about the isolation.
- The Prescriber, patient care unit and Epidemiology Service are notified verbally by phone when isolation is indicated per test results, patient history, etc.

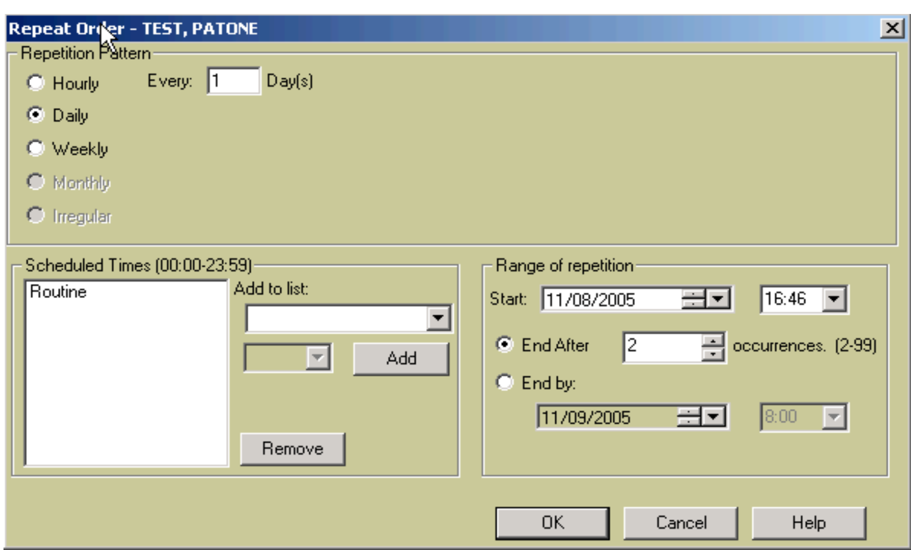
Repeat Orders

Repeat orders are orders that are sent to an ancillary department every time an occurrence of the order is repeated. When you enter a repeat order, occurrences of that order are automatically created and generated, based on the repeat control information you specify. Not all orders are repeatable. The Department of Laboratory Medicine uses the repeat order function due to interface requirements, whereas Nursing and Pharmacy do not. Nursing and Pharmacy orders have a frequency field that allows you to order the procedure or medication with repetition. **Note:** *An order placed during a **Take Home Medication** order session may not be repeated.*

When an order can be repeated, the **Repeat** button Repeat on the order form is active. You specify the repeat control information in the **Repeat Orders** dialog box. Duplicate checking does not display when entering repeat orders.

The intial order generated when a repeat order is entered is considered the "master" order, and is indicated with the **Blank Clip-Board** icon to the left of the order in the **Orders** chart section and on the **Order Entry Worksheet**. Other instances, referred to as "child" orders, of the repeat order are indicated by a **Box with arrow** icon on to the left of the order.

Repeat orders are processed in the background, and can be reviewed in the **Orders** chart section after they are entered and submitted.



Screen 8.60: Repeat Order Dialog box

How to Enter a Repeat Order

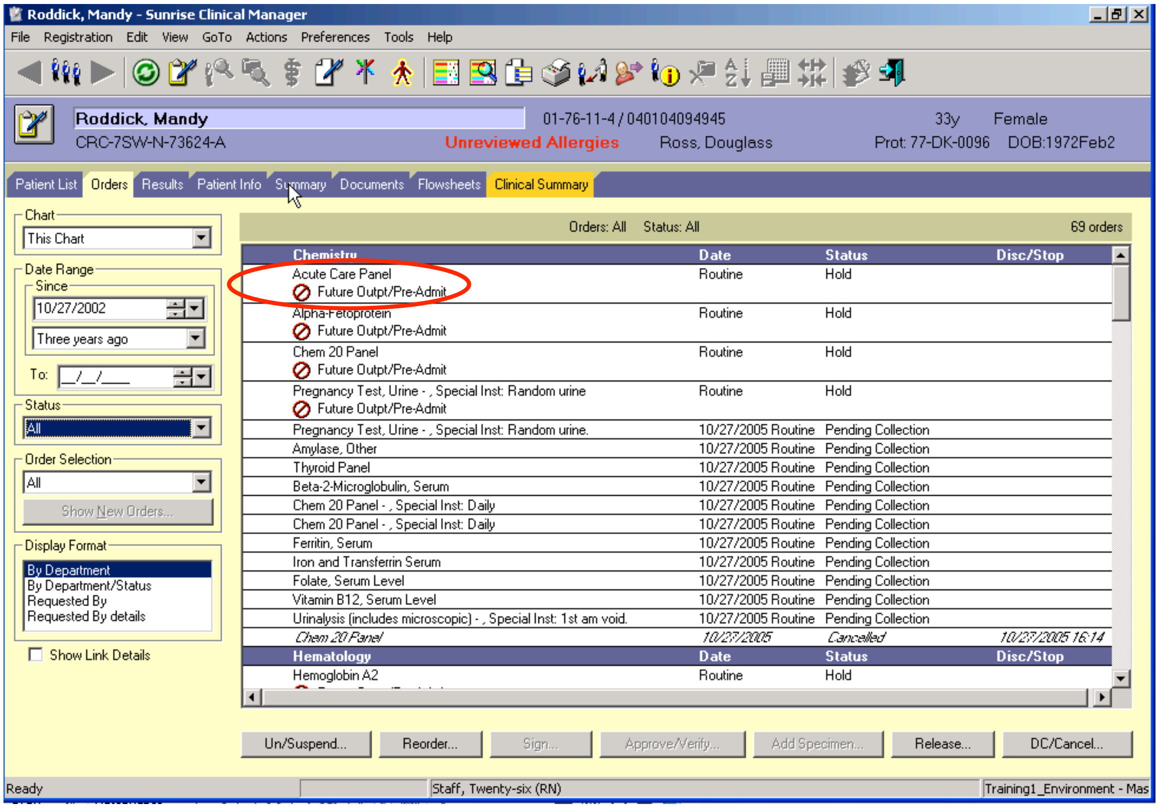
1. Select the order from the **Order Entry Worksheet** and click **Add**. The order form displays.
2. Click **Repeat**. The **Repeat Orders** dialog box opens.
3. Select whether you want to create an **Hourly**, **Daily**, or **Weekly** repetition pattern by clicking the respective option.
4. Create a repetition pattern by selecting the options associated with **Hourly**, **Daily**, or **Weekly**.
5. If you chose the **Daily** or **Weekly** pattern, select a scheduled time, if desired. If you select **Non-Stat Time Sensitive in the Add to list field**, you must enter an actual time or select a time from the drop-down list next to the Add button. If you select **Routine**, the drop-down list is disabled. **Note:** You cannot add more than one occurrence of an order with the same date and time.
6. Click **Add** to add a time to the list, or **Remove** to remove a time from the list.
7. Specify the Range of Repetition by entering a **Start** date and time, and selecting **End after X occurrences** or **End by** to specify when the order repetition should end.
8. Click **OK**. You return to the order form. If the order form displays **Start Date**, **Start Time**, **Stop Date**, or **Stop Time** fields, they are disabled, because you've entered this information on the **Repeat Orders** dialog box.

   Note: *If a red asterisk displays in the **Requested Collection Priority** field, proceed with the next step. The repeat order will process correctly.*

9. Click **OK**. The orders are processed and placed in the **Order Summary** window, with the different start date(s).
10. Click **Submit** to submit the repeat order.

Future Orders (Hold)

The CRIS **hold/release** functionality allows a Prescriber to write and enter medical orders for future release. The Prescriber enters an order for a future date and places the order in a special Future Outpt/Pre-Admit (hold) status and adds a planned release date in the reason field. Hold orders are displayed in CRIS with a red circle with a line icon  to visually identify their hold status.



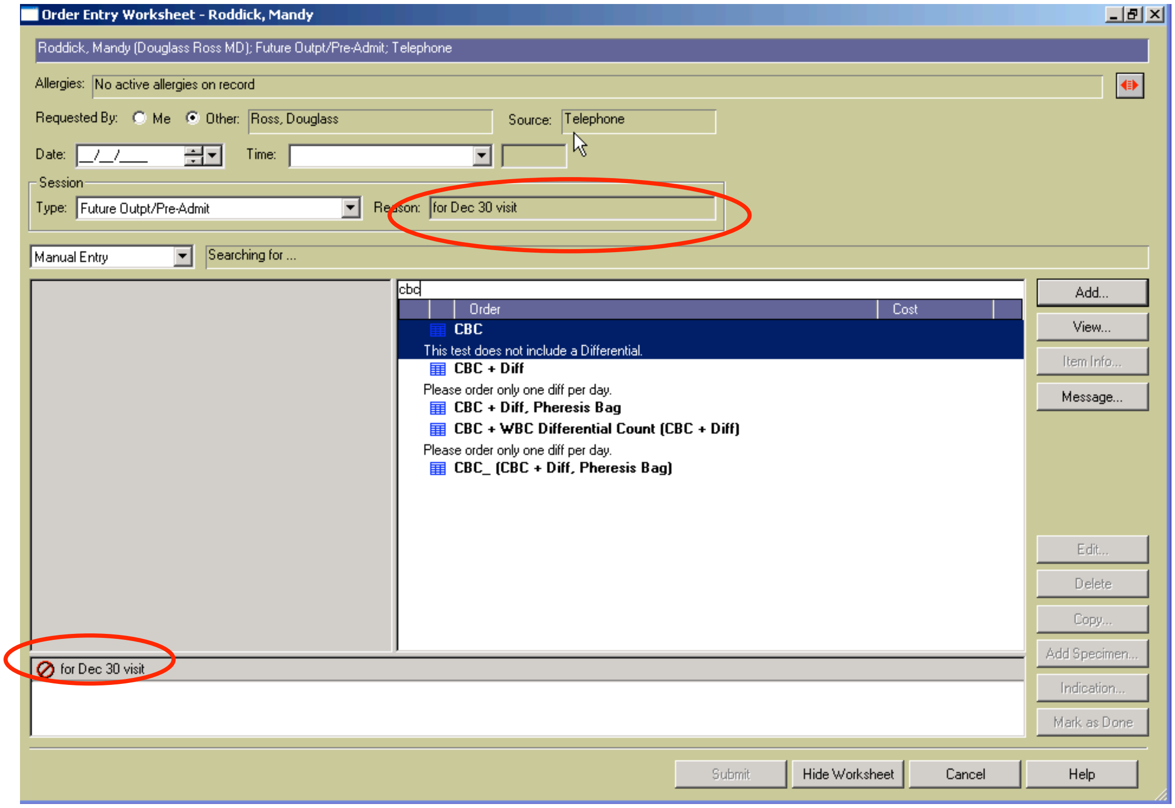
Screen 8.61: Hold Orders icon

Another Prescriber, or member of the Affiliate Medical Staff (considering their professional licensure, scope of practice and the condition of the patient), could then "release" the order. The release of a hold order must be done manually within CRIS. The system cannot automatically release hold orders, e.g. automatically release order after three days. Pre-registration orders, which apply only to those patients who have never been seen previously as an inpatient or outpatient at the Clinical Center, are treated as hold orders and may be released in an equivalent fashion. Orders should be released when a patient is admitted to the visit (inpatient, outpatient) in which the orders will be performed. To determine if a patient is registered to the correct visit type, you can check the **Visit Status** under **Patient Info**. ADMIS-CC indicates the patient is in the 'Pre-Admission' status. Orders should not be released while the patient is in the 'Pre-Admission' status. If a patient is being admitted as an inpatient, the location under the patient name should be an inpatient location. Releasing orders while a patient is registered under the incorrect visit type will cause the orders to be discontinued when the visit type changes.

How to Enter a Future (Hold) Order

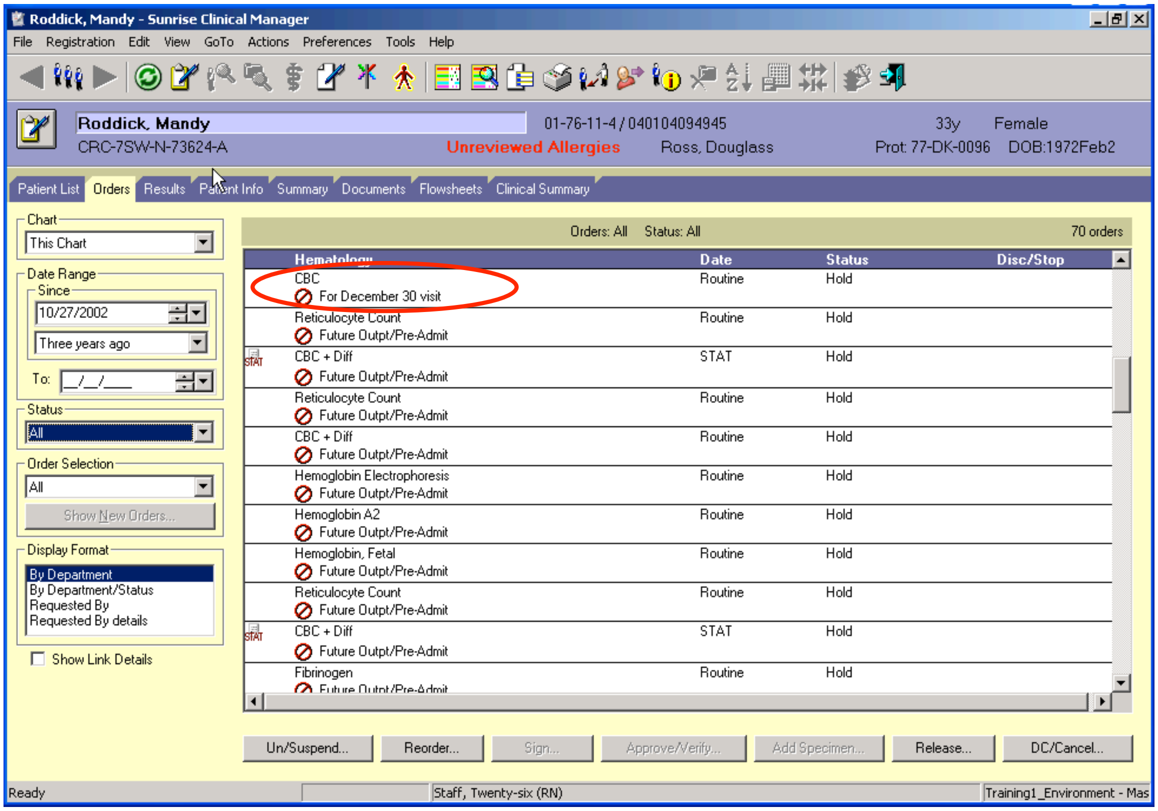
1. From the **Order Entry Worksheet**, locate an order you want to enter.
2. Change the Session Type to **Future Outpt/Pre-Admit**.
3. In the Reason field, enter the date the orders should be released (e.g. when the patient is expected to return for this test/procedure). Date

information entered in the **Reason** field is what appears on the Orders Tab screen. This is of particular importance with laboratory orders. Outpatient Phlebotomy releases orders based on this information.



Screen 8.62: Enter Future Orders

4. Find the order you want and click **Add**.
5. Fill in the requested information.
    a. There may be special instructions about the order in the **Messages** box. This is informational only, and cannot be changed.
    b. Required fields are marked with a red asterisk. Data must be entered into these fields prior to submitting the order.
    c. Other fields are optional. These are completed when there is more information to convey about the order.
    d. Some fields already contain pre-filled/default data when you open the form. These fields may be modified as needed.
6. Click **OK**.
7. Click **Submit**. The order will remain in the hold status until manually released.



Screen 8.63: Future Order

Serial Specimen Ordering, Label Printing, and Collection

Many serial specimens are collected at the Clinical Center in both inpatient and outpatient settings. Like all other lab tests, serial specimen orders are entered by prescribers or by affiliate medical staff acting as "agent for." These orders may be placed under one of two session types:

- **Today Outpt/Current Inpt**: these orders are active immediately. Order requisitions print immediately on the patient's current registered unit or clinic for specific orders only (see page **27**, **Lab Tests Requiring Requisitions**). Labels print on the day the procedure or test is scheduled for.
- **Future Outpt/Pre-Admit**: these orders will be on "hold," and will not become active until released. Only specific order requisitions will print when the orders are released.

ADT Orders (Pass, Transfer and Discharge)

- Transfer (Internal and External, except for transfer to the OR), Discharge-Routine, and Pass orders are entered as conditional orders.
- Transfer (Internal, to the OR), Discharge-AMA/AWOL, and Discharge–Expiration orders are not entered as conditional orders.
- Nurses manually activate (start) and complete (close) conditional ADT orders on the Worklist Manager. There is no automatic completion of ADT medical orders. In contrast, ADT service requisitions will auto-complete immediately and will not display on the Worklist Manager.

- ADT orders are maintained on the Worklist Manager in CRIS. To complete an ADT order, the nurse marks as it as done on the Worklist Manager.
- There is no automatic suspension of orders in CRIS. Nurses are responsible for manually suspending all active orders at the point of transfer.
    - Nurses do not independently 'unsuspend' medical orders. It is a Prescribers' responsibility to unsuspend or direct nursing to unsuspend orders.
- Nurses will suspend all active orders when a patient leaves on pass. Prescribers are responsible for including explicit direction in the pass order regarding which orders the nurse can unsuspend when a patient returns from pass.
- Bed assignment are made by nursing in CRIS using a specific service requisition. The service requisition auto-completes immediately after the nurse enters it.
- OR/PACU nurses can move patients within the OR area and back to the unit of origin or ICU (if preplanned) using a service requisition.
- Outpatients can be moved between outpatient clinic and Day Hospital locations, including the OR, using a service requisition entered by nurses. This will facilitate communication of orders and test results, as well as printing in the patient's current location.

Discontinue/Cancel Orders

If you want to stop an order, you can discontinue or cancel it. Orders that have already started and are no longer required are discontinued. For example, if a patient no longer needs vital signs every two hours, you would want to discontinue the vital signs order and enter a new vital signs order with a different frequency. Orders that have not yet been started, and that you don't want carried out are canceled. For example, if you order medication for the wrong patient, you can cancel the order before it is filled.

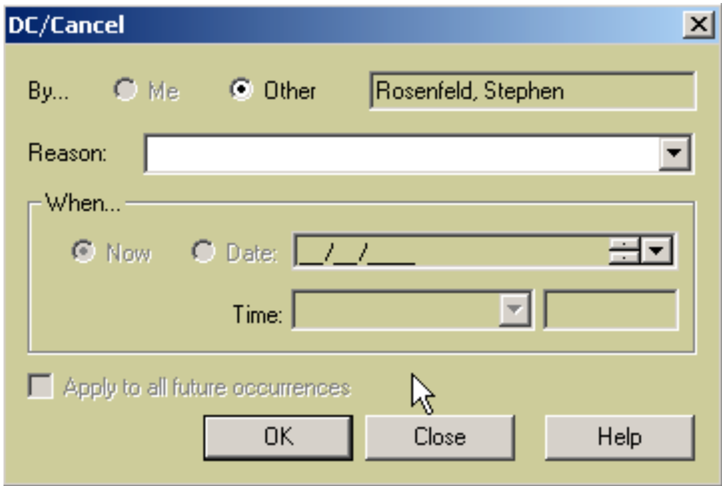
You use the **Discontinue/Cancel Orders** dialog box at the bottom of the Orders Tab to discontinue or cancel multiple orders, and the **DC/Cancel** dialog box to discontinue or cancel single orders.

Note: *For repeat orders, both the master order and its occurrences are displayed in the* ***Discontinue/Cancel*** *dialog box. If you select the master order, all its occurrences are automatically checked and the check boxes are disabled. When you discontinue or cancel a repeat order, a message displays, asking if you want to discontinue or cancel this occurrence or all future occurrences of the repeat order*.

How to Discontinue/Cancel a Single Order

1. From the Orders tab, select the order or order set that you want to discontinue/cancel or discontinue/reorder.

2. Right-click on the order and select **Discontinue/Cancel** from the shortcut menu. The **DC/Cancel** dialog box displays.

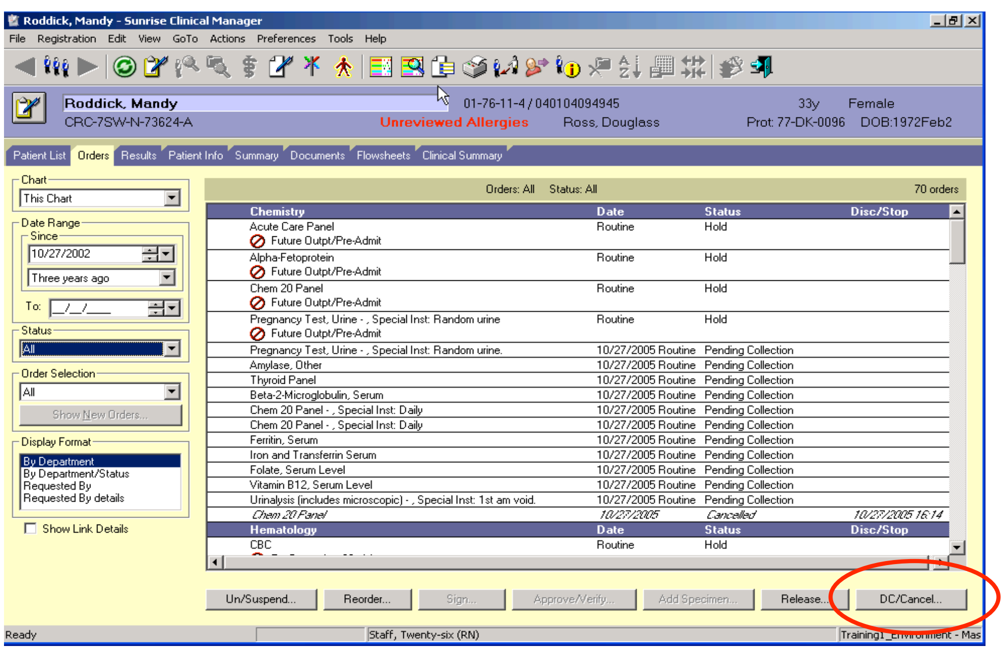


Screen 8.64: DC/Cancel Dialog box

3. Select whether you are discontinuing/canceling the order on behalf of yourself or another provider. If you select **Other**, the **Requested By** dialog box opens; specify the provider's name and click **OK**.
4. Provide a reason for the discontinuing/canceling in the **Reason** field, or select a pre-defined reason from the drop-down list.
5. Click **OK**.

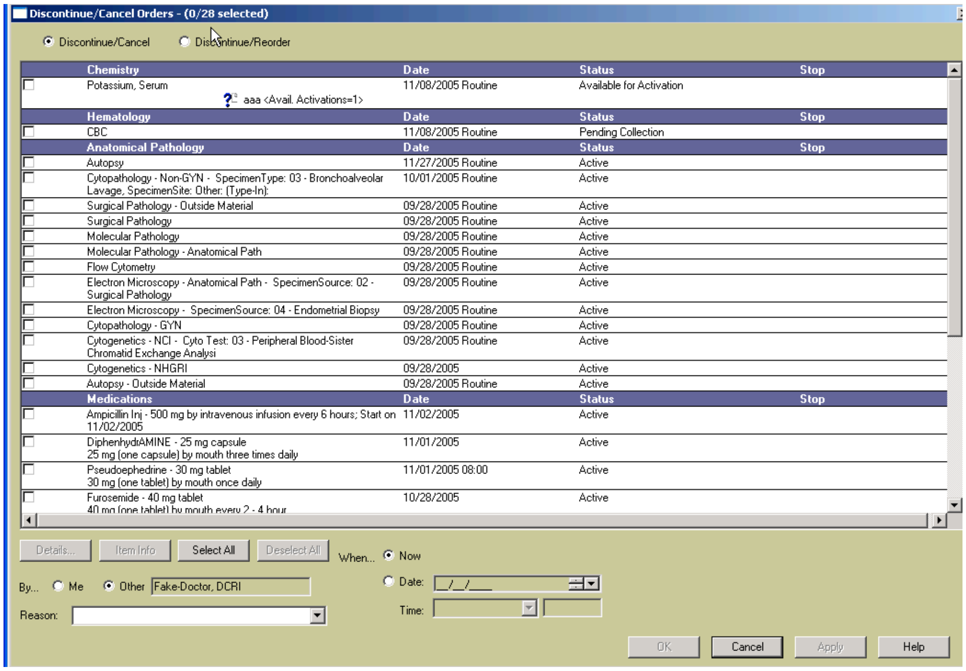
How to Discontinue/Cancel Multiple Orders

1. From the Orders tab, click the DC/Cancel button.



Screen 8.65: Orders Tab

The **Discontinue/Cancel Orders** dialog box opens with **Discontinue/Cancel** selected. All orders that can be discontinued or canceled are listed.



Screen 8.66: Discontinue/Cancel Orders Dialog box

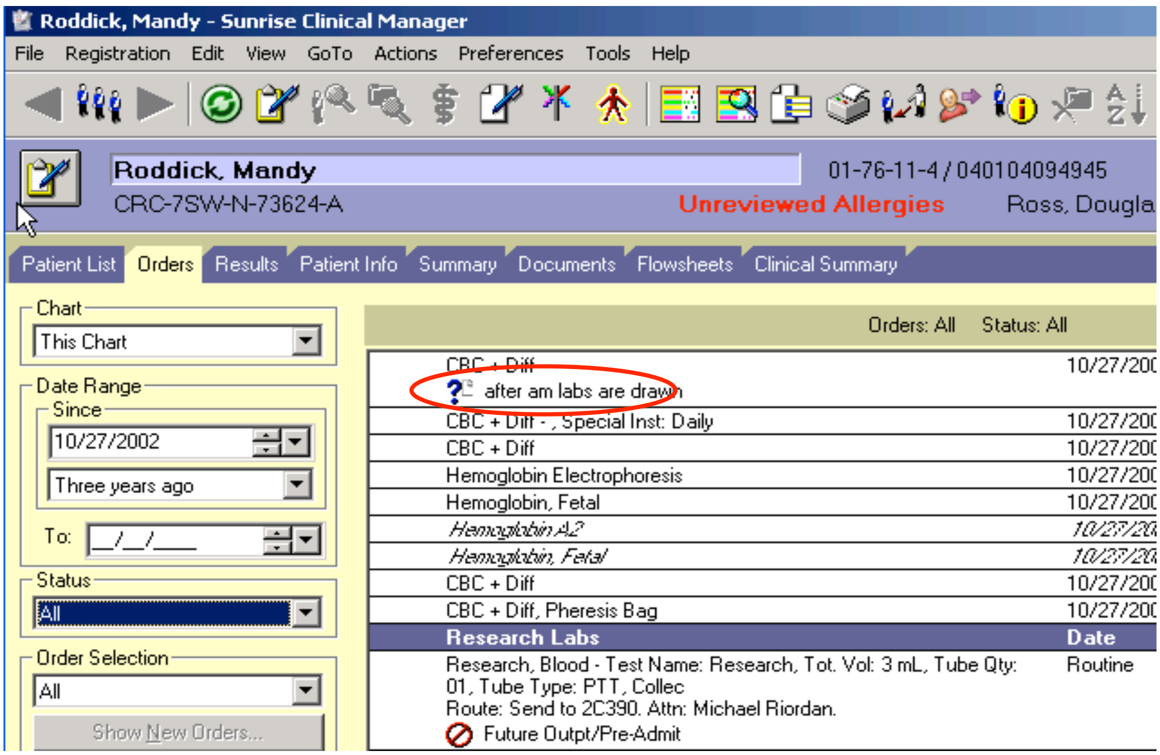
2. Select whether you are discontinuing or canceling the order on behalf of yourself or another care provider. If you select **Other**, the **Requested By** dialog box opens.
3. Do one of the following
    a. To discontinue or cancel a few orders in a short list of orders, click the check boxes of the orders you want to discontinue or cancel.
    b. To discontinue many orders in a lengthy list of orders, click **Select All**, then uncheck the check boxes of the orders you don't want to discontinue or cancel.
4. In the **Reason** field, type in why you are discontinuing the order(s), or select a predefined reason from the drop-down list.
5. Specify when you want the order(s) to be discontinued or canceled. You can select **Now** to have the order(s) discontinued immediately, or you can specify a future date and time. To specify the date, type in a date, or click the calendar arrow and select a date from the calendar. The **Time** field activates after you click **Date**.
6. If you want to discontinue the order(s), but not exit the dialog box, click **Apply**. If you want to discontinue the order(s) and exit the dialog box, click **OK**. In the **Display** window, the status of the order(s) you discontinued changes to Cancelled.

Activate Conditional Orders

After a condition has been met for a conditional order, you can activate the order. For example, if a test is to be performed once a patient returns from a procedure, when the patient returns, you can activate the test order.

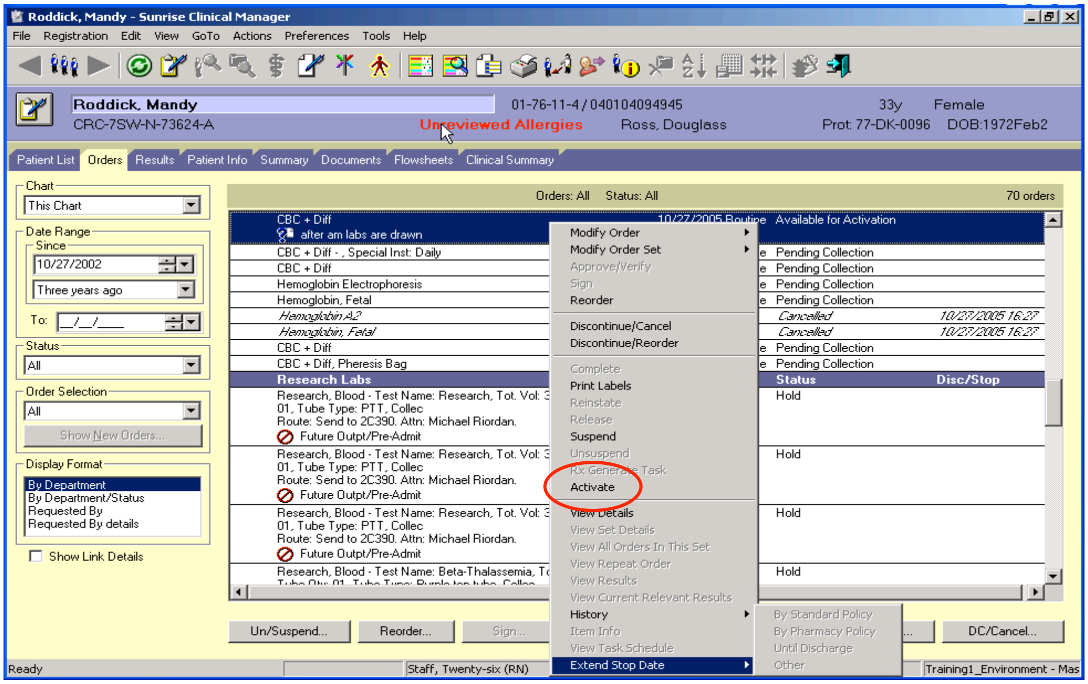
How to Activate a Conditional Order

1. Select a conditional order on the Orders Tab (a conditional order has a **Conditional Order** icon, a question mark icon  next to it.)



Screen 8.67: Conditional Order Icon

2. From the **Actions** or shortcut menu, select **Activate**.

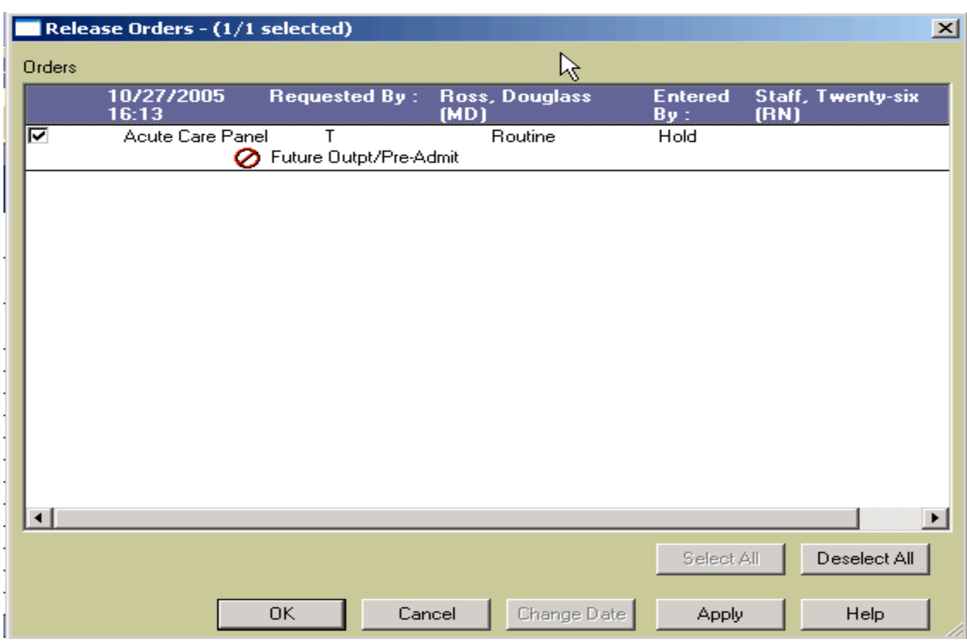


Screen 8.68: Activate Conditional Order

Release Orders

The **Release Orders** dialog box allows you to release one or more hold orders at one time. When you release a batch of orders, they are processed for alerts and for date and scheduling conflicts. **Note:** *When you release a repeat order, all orders in the repeat series are released.*

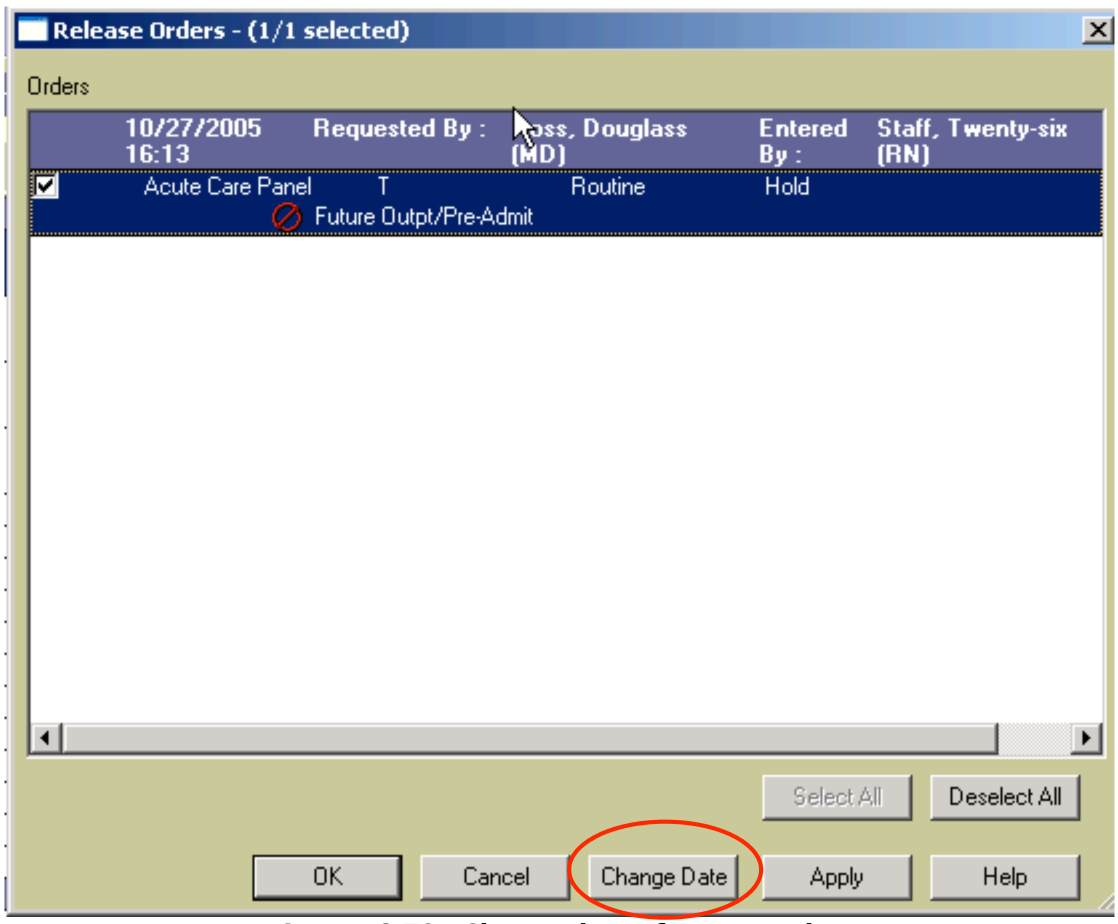
If the order is conditional, the first order in the repeat series is not sent to the ancillary department until the order is activated.



Screen 8.69: Release Orders Dialog box

How to Release a Single Hold Order

1. From the Orders tab, right-click on a hold order and select **Release**. The **Release Orders** dialog box opens with the information for the selected order.
2. Click the check box to the left of the order you want to release.
    a. If you want to change the date of the order, click on the order to highlight it.
    b. Click **Change Date**.
    c. Enter the corrected date for the order.
    d. Click **OK**.

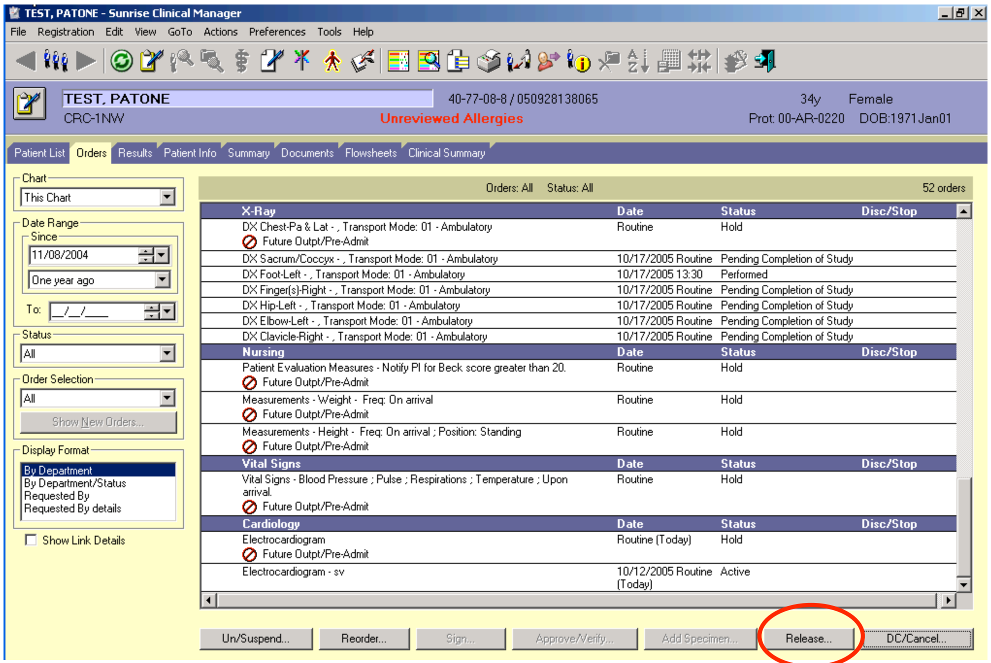


Screen 8.70: Change date of Future order

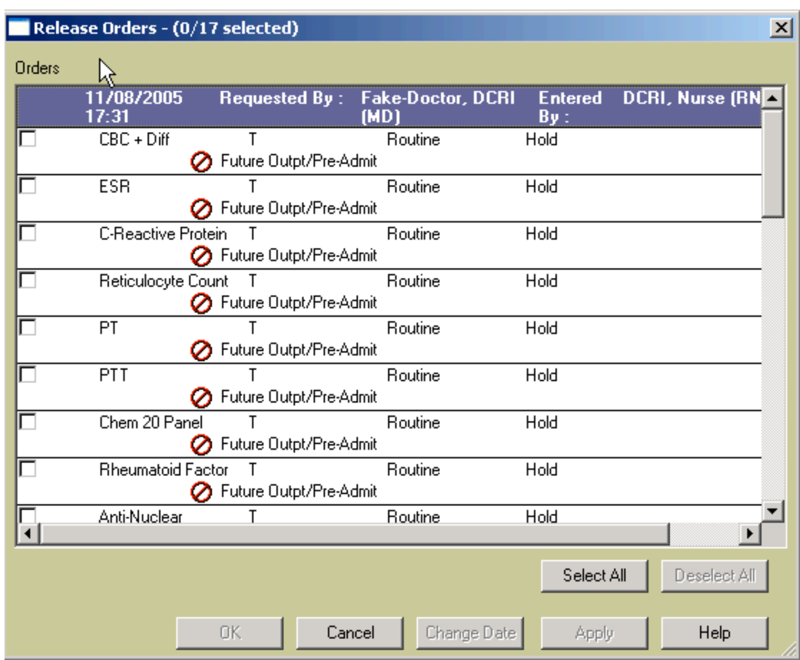
3. Click **OK** to release the order.

How to Release Multiple Hold Orders

1. From the Orders tab, click the **Release** button on the **Orders** chart section. The **Release Orders** dialog box opens, showing all the hold orders you can release.



Screen 8.71: Release Button on Orders tab



Screen 8.72: Release Orders dialog box

2. Check any orders you want to release.

3. Change the date of any orders as necessary. Changing the date for an order also releases the hold for that item. Once a hold order has been released, you cannot return it to a hold status, but you can suspend it.
4. Click **OK**. All checked orders are processed for valid dates.

Complete Orders

Completing an order allows you to indicate that an order has been performed. This function is typically used for human interventions. For example, if a clinician places a patient education order for diabetes—after the instruction has been done and the provider feels that the patient understands the information, the provider can mark the order as completed.

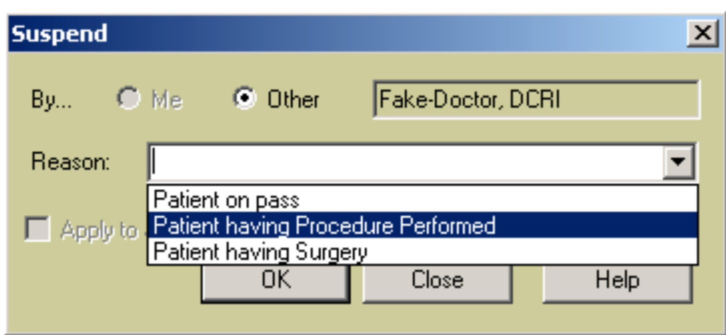
How to Complete an Order

1. Select the order you want to complete
2. Right-click on the order and from the shortcut menu, select **Complete**.

If the **Complete** option is disabled, the order already has a **Canceled** status, is **Suspeneded**, or the definition for this order item indicates it cannot be set to complete.

Suspend and Unsuspend Orders

Suspending an order allows you to put a temporary hold on an order. For example, you might want to suspend a medication order while a patient is nauseated. Suspending a medication order will change the appearance of tasks on the Medication Worklist.



Screen 8.73: Suspend Dialog box

How to Suspend an Order

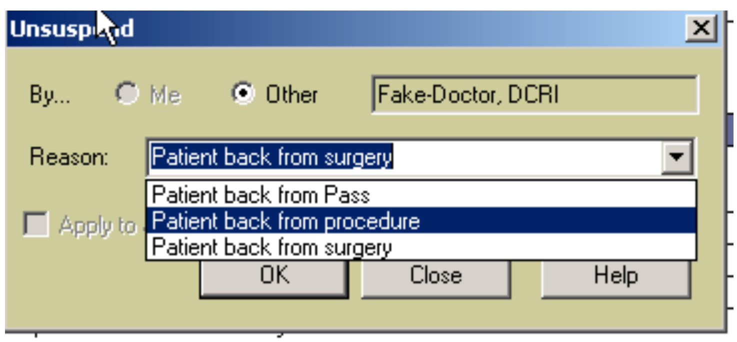
1. From the Orders tab, right-click the order, and select **Suspend**.
2. In the **Display** window of the **Orders** chart section, a **Suspended Order** icon displays to the left of the order row.

Screen 8.73: Suspend Icon

3. While the order is suspended, it can be discontinued, canceled, or signed, but cannot be marked as complete. **Note:** Not all orders can be suspended.

How to Unsuspend Single Orders

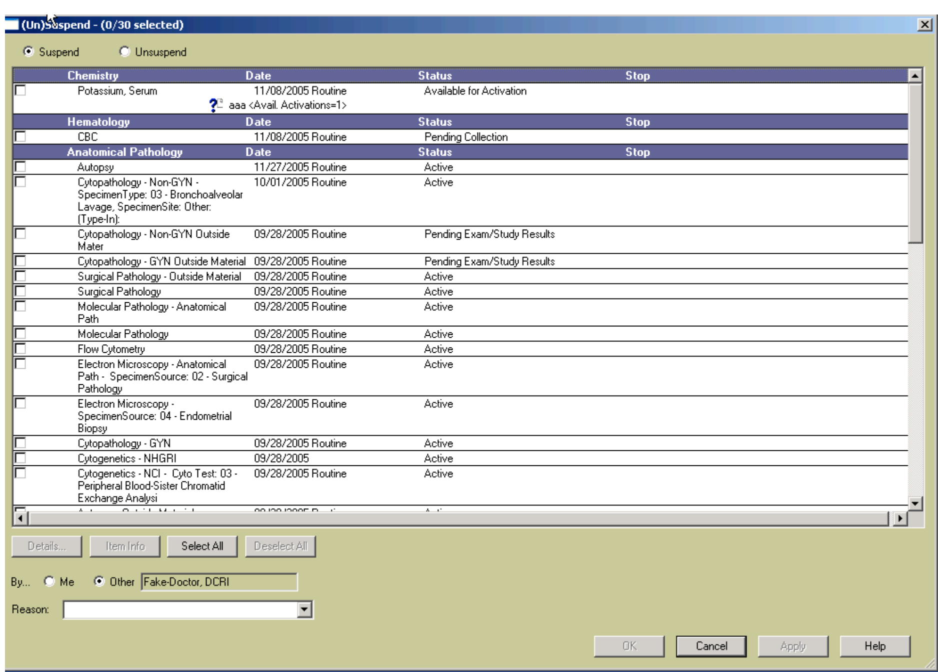
1. From the Orders tab, right-click on the order, and from shortcut menu, select **Unsuspend**.
2. In the **Reason** field, type in why you are unsuspending the order, or select a pre-defined reason from the drop-down list.
3. Click **OK.**



Screen 8.74: Unsuspend Dialog box

How to Suspend or Unsuspend Multiple Orders

You can suspend or unsuspend multiple orders using the **Un/Suspend Orders** dialog box.



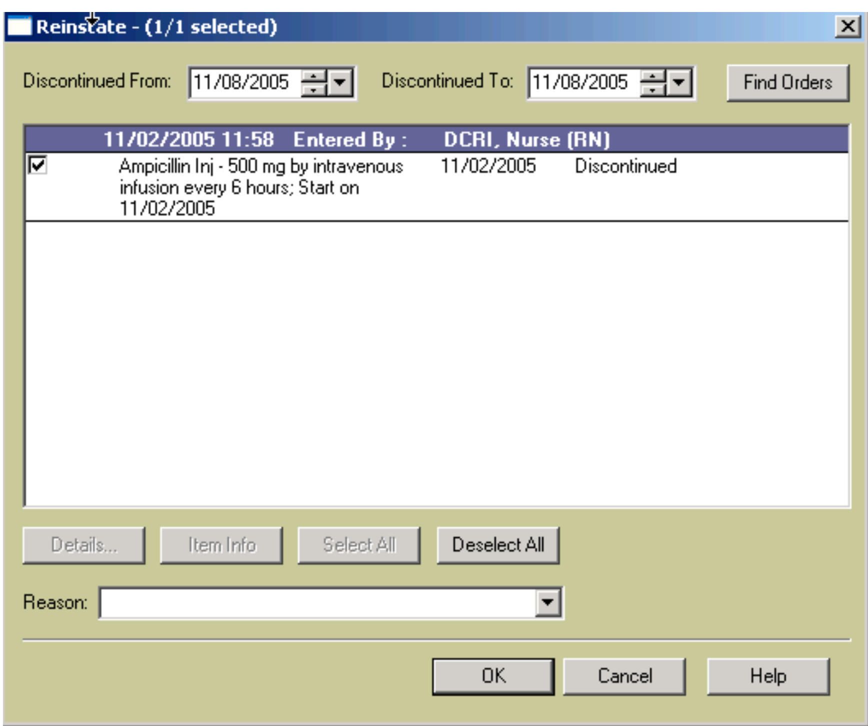
Screen 8.75: Unsuspend Orders Dialog box

1. Click the **Un/Suspend** button on the **Orders** chart section. The **Un/Suspend Orders** dialog box opens.
2. Select **Suspend** or **Unsuspend**.
3. Select whether you are suspending or unsuspending the orders on behalf of yourself or another care provider. If you select **Other**, the **Requested By** dialog box opens.
4. Do one of the following
    a. To suspend or unsuspend a few orders in a short list of orders, click the check boxes of the orders you want to suspend or unsuspend.
    b. To suspend or unsuspend many orders in a lengthy list of orders, click **Select All**, then click the check boxes of the orders you don't want to suspend or unsuspend. Suspended orders are indicated with an icon.
5. In the **Reason** field, type in why you are suspending or unsuspending the order(s), or select a pre-defined reason from the drop-down list.
6. If you want to suspend or unsuspend the orders, but not exit the dialog box, click **Apply**. If you want to suspend or unsuspend the orders and exit the dialog box, click **OK**.

Reinstating Orders

You can reinstate orders that have been discontinued or cancelled.

1. From the Orders Tab, right-click on a discontinued or cancelled order and select **Reinstate**. The Reinstate dialog box displays.



Screen 8.76: Reinstate Dialog box

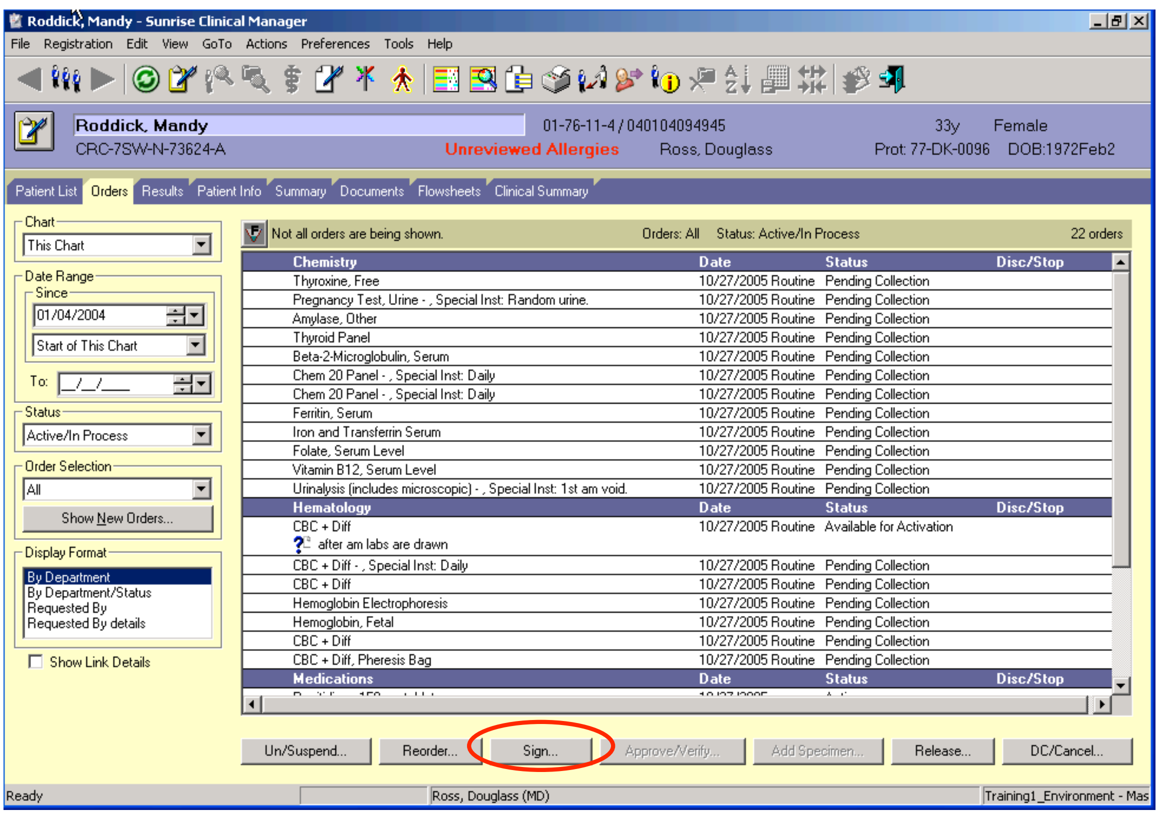
2. Specify a **Discontinued From** and a **Discontinued To** date.
3. Click **Find Orders** to display the orders that were discontinued or cancelled during the specified time frame.
4. **Check** the orders you want to reinstate.
5. In the **Reason** field provide a reason for the reinstatement.
6. Click **OK**.

Note: *The Requested date/time for the reinstated order is that of the original order. However, if the date and time have already passed the current date and time will be used. For orders with stop dates the stop date is the same as the original. If that date has already passed a new stop date is calculated.*

7. Click **Submit**.

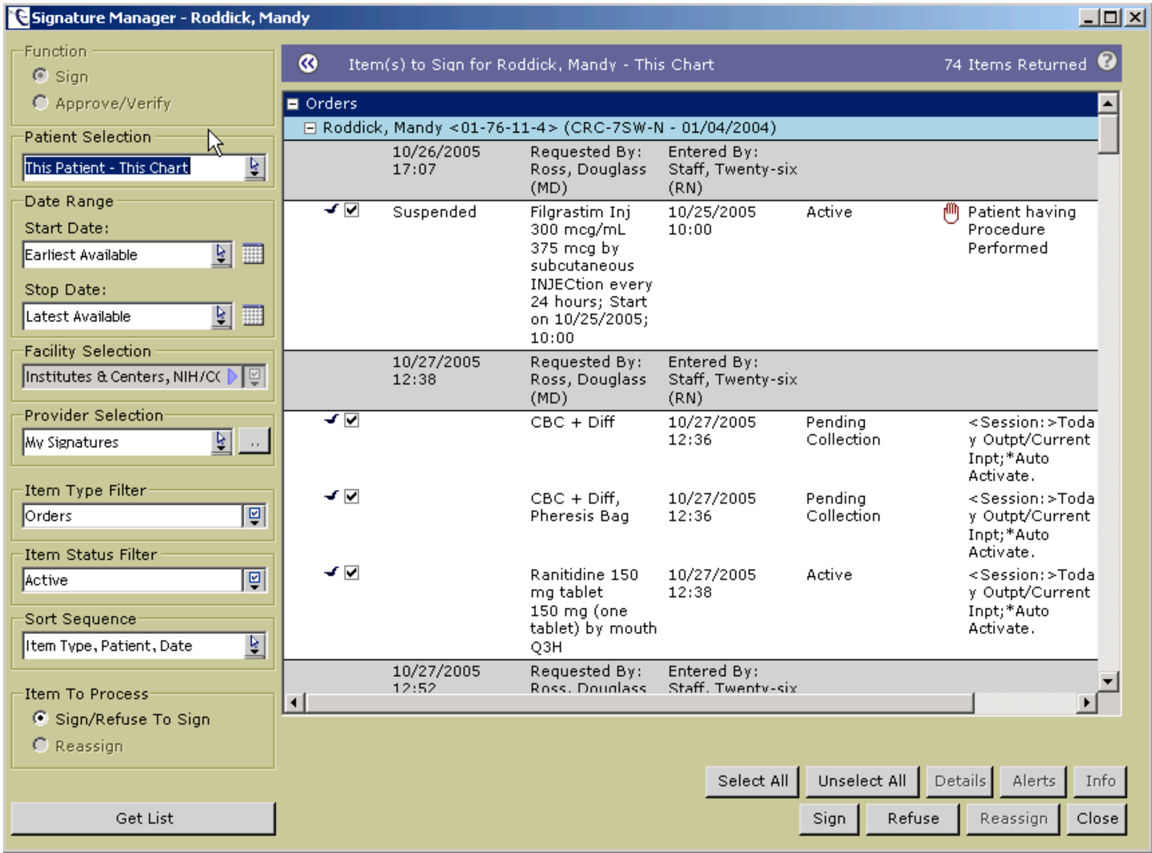
Sign Orders

If any orders require your electronic signature, the **Sign** button is enabled in the **Orders** chart section.



Screen 8.77: Sign Button on Orders Tab

Orders that are entered, modified, suspended, unsuspended, canceled, or discontinued on behalf of another care provider must be signed. You select the orders you want to sign on the **Unsigned Orders** tab of the **To Sign** dialog box.



Screen 8.78: The Signature Manager dialog box

Note: *For repeat orders, only the master order is displayed in the* ***To Sign*** *dialog box. You don't need to sign each occurrence of a repeat order.*

How to Sign Orders

1. Do one of the following
    a. In the **Orders** chart section, click **Sign**, or from the **Actions** menu, select **Sign** OR
    b. From the **Patient List**, double-click the flag in the **To Sign** column.
2. The **Signature Manager** dialog box opens.
3. The orders that you can sign for the current patient display in black print and are checked.
4. Deselect any orders you do not want to sign.
5. Optionally, display the shortcut menu to view status or modification history for the order.
6. Click **Sign**. The **Password Required** dialog box may open.
7. Enter your password and click **OK**.

How to View Details about Signed Orders

1. From the **Signature Manager** dialog box select the order for which you want to obtain more information.
2. Right click and choose **Details**. The order form opens in view mode and displays additional information about the order.

How to Refuse to Sign Orders

1. The option to refuse to sign an order is available to refuse to sign an order. Select the order to refuse to sign.
2. Click **Refuse**. The Refuse Signature dialog box opens.
3. In the **Refusal Reason** field enter why you do not want to sign the item.
4. Click **OK**.

How to View Order Item Information

1. On the **Unsigned Orders** tab of the **To Sign** dialog box, select the order for which you want to obtain item information.
2. Click **Info** to display additional information on this item, if your enterprise has provided this information.

Closing Orders

Orders are closed in several possible ways based on the session type in which the order was entered.

Today Outpt / Current Inpt

Orders placed in a Today Outpt /Current Inpt session type are closed either by resulting, by manually completing, by canceling, or by auto-discontinuing immediately after the close of a visit.

Future Outpt / Pre-Admit

Future Outpt / Pre-Admit session type orders, once active, these orders are closed by resulting, by manually completing, by canceling, or by auto-discontinuing immediately after the close of a visit.

Take Home Medications

Take Home Medications session type orders are active across all visits (for purposes of refilling prescriptions) until closed by completion, manual canceling, or automated process based on CC policy.